



CITY OF GREATER
BENDIGO

Application for Planning Permit

Planning enquiries:

1300 002 642

www.bendigo.vic.gov.au/planning

Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the Planning and Environment Act 1987.

Is this a VicSmart application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Clause:
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Applicant details	Name/Company		
	Address		
	Phone	Mobile No.	
	Email		

Preferred contact details (only if different to Applicant)	Name		
	Company name		
	Address		
	Phone		
	Email		

Land details	Address of land and land description		
	Owner of land		
	How is the land currently used or developed?		

The Proposal	Description of the proposal:		
	Estimated cost of development	Total gross floor area (commercial or industrial development only)	
	Was there a formal pre-application meeting with a planning officer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, please specify name of planning officer.

Declaration by applicant	<input type="checkbox"/>	<p>I declare that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.</p> <p>Date: _____ Signature: _____</p>
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Need help with the application form?

A planning permit gives permission to use or develop land. A planning permit is a legal document setting out the conditions that apply to the permit and may include a set of stamped plans.

YOU MUST GIVE FULL DETAILS OF YOUR PROPOSAL. If you do not provide enough detail or suitable plans, you will be asked for more information. This will delay your application.

Applicant details	<ul style="list-style-type: none">This is the person, or company, who wants the permit. Provide your full name or the name of the company, along with your contact details.
Preferred contact details	<ul style="list-style-type: none">You only need to provide this if it differs from the applicant, for example a planning consultant dealing with the application on your behalf who would receive all correspondence.
Land details	<ul style="list-style-type: none">Provide the full street address and the land description shown on the title, eg. Lot 4 PS 123456A or CA 4 Sec 16Provide the owner's full name. If you are not the owner, the owner must be notified of the application, which is acknowledged in the declaration.Describe how the land is used now including any activities, buildings, structures or works that exist. Some examples might be: single dwelling; vacant land; medical centre with 3 practitioners and 8 car parking spaces.
The proposal	<ul style="list-style-type: none">Describe how the land will be used or developed as a result of the proposal. Some examples of this might include: construction of dwelling and shed; 2 lot subdivision; partial demolition and alterations to existing dwelling, use and development of land for a café, the service and consumption of alcohol and a reduction in car parking requirements. A Planning Officer can assist you with this.You must provide an accurate estimate of the cost of the works that form part of the permit process. Planning fees are calculated on the cost of the works and are set down by state government regulations and are exempt from GST.Provide the total gross floor area of all buildings within a commercial or industrial development. The gross floor area is the total floor area of a building, measured from the outside of external walls or the centre of party walls, and includes all roofed areas. The gross floor area will determine if a sustainability assessment is required in support of the application and if so what level of detail will need to be submitted.Please specify if you have had a sit-down meeting with a Planning officer. Where possible, we will try and allocate your application to an officer that you have already dealt with.
Declaration	<ul style="list-style-type: none">This is signed by the person who takes responsibility that the information provided is true and correct at the time of lodgement. If the owner is not the applicant, the declaration also acknowledges that the owner has been notified of the application.

Information you must provide with your application

The completed and signed application form.

The application fee (see the [fee schedule](#)).

A full, current copy of title (within 3 months) for each parcel of land included in the street address. A title is an official record showing ownership of land. A current copy of title can be obtained from [Landata](#) – fees apply.

Supporting information and documents:

- Plan drawn to scale showing existing conditions
- Plans drawn to scale including proposed site plan, elevations, floor plans
- A written explanation of what you want to do with the land, including any development and any potential impacts that your proposal could have on the neighbourhood.
- Any information required by the Greater Bendigo Planning Scheme or requested by a Planning officer.

Lodgement

By email:

planningadmin@bendigo.vic.gov.au – we will send you an invoice which must be paid within 5 business days.

In person or mail:

City of Greater Bendigo
189-229 Lyttleton Terrace, Bendigo 3550
PO Box 733, Bendigo 3552

Planning Permit Application – Collection Statement

The City of Greater Bendigo (City) is committed to protecting your privacy. The personal information you have provided on this form or in relation to your application is being collected by the City for the purpose of assessing your planning permit application. The personal information will be used to correspond with you about your application; notify affected parties who may wish to inspect your application so that they can respond (if necessary); to contract service providers where necessary or appropriate; and for any other directly related purposes. The information you provide will be made available online on the City's website during the public notice period of the application; to any person who may wish to inspect your application until the application process is concluded, including any review at the Victorian Civil and Administrative Tribunal; to relevant officers within the City and other relevant agencies directly involved in the planning process; and to persons accessing information in accordance with the *Freedom of Information Act 1982*, *Planning and Environment Act 1987* or *Public Records Act 1973*.

Your personal information will not be disclosed to any other external party without your consent, unless required or authorised by law. If your personal information is not collected, we may not be able to process your application. If you wish to access or amend any of the personal information you have supplied to City, please contact our Planning team on 03 5434 6355 or email planningadmin@bendigo.vic.gov.au.