GLENELG SHIRE

Office Use Only

Application No.: Date Lodged: / /

Application for
Planning Permit

Planning Enquiries
Phone: 03 5522 2200
Web: http://www.glenelg.vic.gov.au

If you need help to complete this form, read How to complete the Application for Planning Permit form.

⚠ 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*. If you have any concerns, please contact Council's planning department.

⚠ **Questions marked with an asterisk (*) are mandatory and must be completed.**

⚠ **If the space provided on the form is insufficient, attach a separate sheet.**

Clear Form

The Land

(1) Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address *

Unit No.: | St. No.: 270 | St. Name: DUTTON WAY

Suburb/Locality: BOLWARRA | Postcode: 3305

Formal Land Description *
Complete either A or B.

⚠ This information can be found on the certificate of title.

A Lot No.: 3 ○ Lodged Plan ◉ Title Plan ○ Plan of Subdivision No.: 022396K

OR

B Crown Allotment No.: | Section No.:

Parish/Township Name:

If this application relates to more than one address, please submit the details on a separate sheet.

The Proposal

⚠ You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

(2) **For what use, development or other matter do you require a permit?** *

If you need help about the proposal, read: *How to Complete the Application for Planning Permit Form*

Proposed dwelling and attached deck

Provide additional information on the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

(3) **Estimated cost of development for which the permit is required** *

Cost $ 240, 000 ⚠ You may be required to verify this estimate.

Insert '0' if no development is proposed (eg. change of use, subdivision, removal of covenant, liquor licence)

Existing Conditions

(4) **Describe how the land is used and developed now** *

eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

Vacant Land

Provide a plan of the existing conditions. Photos are also helpful.

Title Information

(5) **Encumbrances on title** *

If you need help about the title, read: How to complete the Application for Planning Permit form

Does the proposal breach, in any way, an encumbrance on title such as a restrictrive covenant, section 173 agreement or other obligation such as an easement or building envelope?

- ○ Yes. (If 'yes' contact Council for advice on how to proceed before continuing with this application.)
- ○ No
- ◉ Not applicable (no such encumbrance applies).

☑ Provide a full, current copy of the title for each individual parcel of land forming the subject site. (The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments', eg. restrictive covenants.)

Applicant and Owner Details

(6) Provide details of the applicant and the owner of the land.

Applicant *

The person who wants the permit.

Organisation (if applicable): CEO Design & Consult

Postal Address: | If it is a P.O. Box, enter the details here:

Unit No.: | St. No.: 243 | St. Name: Peach Orchard Road

Suburb/Locality: Fountaindale | State: NSW | Postcode: 2258

Where the preferred contact person for the application is different from the applicant, provide the details of that person.

Contact person's details *

Same as applicant (if so, go to 'contact information') ☐

Name:

Title: | First Name: | Surname:

Organisation (if applicable):

Postal Address: | If it is a P.O. Box, enter the details here:

Unit No.: | St. No.: | St. Name:

Suburb/Locality: | State: | Postcode:

Please provide at least one contact phone number *

Contact information

Owner *

The person or organisation who owns the land

Where the owner is different from the applicant, provide the details of that person or organisation.

Declaration

(7) **This form must be signed by the applicant** *

⚠ Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.

Signature: | Date: 18/09/2026 (day / month / year)

Need help with the Application? i

If you need help to complete this form, read How to complete the Application for Planning Permit form
General information about the planning process is available at www.planning.vic.gov.au/permits-and-applications/permits-and-applications-home

Contact Council's planning department to discuss the specific requirements for this application and obtain a planning permit checklist. Insufficient or unclear information may delay your application.

(8) **Has there been a pre-application meeting with a Council planning officer?**

◉ No ○ Yes

Checklist i

(9) **Have you:**

☒ Filled in the form completely?

☐ Paid or included the application fee?

⚠ Most applications require a fee to be paid. Contact Council to determine the appropriate fee.

☒ Provided all necessary supporting information and documents?

- ☒ A full, current copy of title information for each individual parcel of land forming the subject site
- ☒ A plan of existing conditions.
- ☒ Plans showing the layout and details of the proposal
- ☒ Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.
- ☒ If required, a description of the likely effect of the proposal (eg traffic, noise, environmental impacts).

☒ Completed the relevant Council planning permit checklist?

☒ Signed the declaration (section 7)?

Lodgement i

Lodge the completed and signed form, the fee payment and all documents with:

Glenelg Shire Council
PO Box 152 Portland VIC 3305
Cliff Street Portland VIC 3305

Contact information:

Telephone: +61 03 5522 2187
Email: planning@glenelg.vic.gov.au

Deliver application in person, by email or by post:

Make sure you deliver any required supporting information and necessary payment when you deliver this form to the above-mentioned address. This is usually your local council but can sometimes be the Minister for Planning or another body.

You can save this application form to your computer to complete or review later or email it to others to complete relevant sections.