

Office Use Only


Application No.:


Date Lodged: / /


Application for a VicSmart Planning Permit


This application form is only for **VicSmart** applications (those listed in a zone, overlay, particular provision or the schedule to Clause 59.15). For all other planning permit applications, please request the correct form from Council.

If you need help to complete this form, read **MORE INFORMATION** at the end of this 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 questions, please contact Council's planning department.

 **Questions marked with an asterisk (*) must be completed.**

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

 Click for further information.

[Clear Form](#)

Application type

Specify the applicable
VicSmart class (may be
more than one)

Classes of VicSmart
application are listed in
zones, overlays, particular
provisions and the
schedule to Clause 59.15.

Select the VicSmart class(es)	Information requirements and decision guidelines can be found in
<input type="radio"/> Realign the common boundary between two lots	Clause 59.01
<input type="radio"/> Subdivision of buildings and car parking spaces	Clause 59.02
<input type="radio"/> Subdivide land into two lots (not in a rural zone)	Clause 59.02
<input type="radio"/> Front fence in a residential zone	Clause 59.03
<input type="radio"/> Buildings and works in a residential zone	Clause 59.04
<input checked="" type="radio"/> Buildings and works in commercial and industrial zones	Clause 59.04
<input type="radio"/> Buildings and works in special purpose zones	Clause 59.04
<input type="radio"/> Buildings and works in an overlay	Clause 59.05
<input type="radio"/> Remove, destroy or lop a tree	Clause 59.06
<input type="radio"/> Subdivision and buildings and works in a Heritage Overlay	Clause 59.07
<input type="radio"/> Subdivision and buildings and works in a Special Building Overlay	Clause 59.08
<input type="radio"/> Advertising sign	Clause 59.09
<input type="radio"/> Reducing the requirement for car parking	Clause 59.10
<input type="radio"/> Two lot subdivision in a rural zone	Clause 59.12
<input type="radio"/> Buildings and works in a rural zone	Clause 59.13
<input type="radio"/> Extend one dwelling on a lot in a residential zone	Clause 59.14

If the VicSmart class is
listed in the schedule to
Clause 59.15, specify it
here.

N/A

Pre-application meeting

Has there been a
pre-application meeting
with a Council planning
officer?

☐ No ☒ Yes

If 'Yes', with whom?:

Date: MAY 2025 day / month / year

The Land


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

Street Address *

Unit No.:	St. No.: <i>171</i>	St. Name: <i>BROWNING ST</i>
Suburb/Locality: <i>PORTLAND</i>		Postcode: <i>3305</i>

Formal Land Description *


Complete either A or B.


 This information can be found on the certificate of title.

If this application relates to more than one address, attach a separate sheet setting out any additional property details.

A	Lot No.:	<input type="radio"/> Lodged Plan	<input type="radio"/> Title Plan	<input checked="" type="radio"/> Plan of Subdivision <i>CP</i>	No.: <i>1660439</i>
OR					
B	Crown Allotment No.:	Section No.:			
Parish/Township Name:					


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.


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

*RE SHEET HANDSTAND USING ON
SITE CRUSHED CONCRETE PER
PLAN AND REPORT ATTACHED*

☒ Provide additional information about 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.

 Estimated cost of development for which the permit is required *

Cost \$ *16,000*

 You may be required to verify this estimate. Insert '0' if no development is proposed.

Existing Conditions

Describe how the land is used and developed now *

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

INDUSTRIAL USE / HANDSTAND

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

Title Information

Encumbrances on title *

Does the proposal breach, in any way, an encumbrance on title such as a restrictive 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', for example, restrictive covenants.



Applicant and Owner Details

Provide details of the applicant and the owner of the land.

Applicant *

The person who wants the permit.

Please provide at least one contact phone number *

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

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.

Information requirements

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.

Have you completed the VicSmart information checklist(s)?

- ☒ Yes
☐ No

Declaration

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:

8/5/25

day / month / year