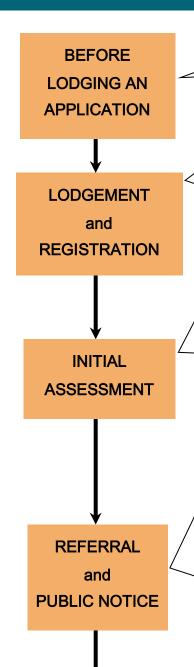






PLANNING INFORMATION Planning Application Process



Refer to the General Planning Application Checklist for important steps before the application is lodged.

Your application will be registered when the minimum application information is received as detailed in the General Planning Application Checklist and other relevant checklists. An acknowledgement letter, providing details of the allocated planning officer and reference number, will be forwarded to you within **7 days** of registration of the application.

The allocated Planning Officer will:

- → assess the application against the relevant provisions of Colac Otway Planning Scheme;
- → request any additional information if required (we aim to send further information requests within 28 days of lodgement);
- → provide the applicant with feedback about initial concerns if applicable;
- → assess further information when received.

When the application is complete to the satisfaction of the Planning Officer, the application will be referred if required under Section 55 of the *Planning and Environment Act 1987* (authorities have **28 days** to respond and may request further information within **21 days**).

Public Notice of the application will be given if required under Section 52 of the Act (a minimum of **14 days** is required for notice). Council offers applicants the option of undertaking the notification process themselves (in accordance with a set procedure) or availing themselves of the option of Council giving notice of the application for a fee. All objections received must be considered as part of the application process.

FINAL ASSESSMENT

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The final assessment involves the planning officer undertaking the following:

- $\boldsymbol{\rightarrow}$ compile and review internal and external referral responses;
- → review any objections;
- → complete assessment against Colac Otway Planning Scheme;



IT IS ALWAYS BEST TO DISCUSS YOUR PROPOSAL WITH A PLANNING OFFICER BEFORE LODGING THE APPLICATION. PLEASE CONTACT THE PLANNING TEAM TO MAKE AN APPOINTMENT.

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CONTACT

(03) 5232 9400 101-105 Gellibrand Street, Colac PO Box 283, Colac inq@colacotway.vic.gov.au www.colacotway.vic.gov.au





PLANNING INFORMATION **Planning Application Process**

The planning officer 's report is reviewed by a planning manager. Most decisions are made by planning officers under delegation from Council. In the following circumstances the application is determined by Council 's Planning Committee:

- → There are four or more objections.
- The application seeks a permit for works commenced under a lawful permit where:
 - * The works had not been completed prior to the expiry of the permit
 - * The recommendation is for refusal, unless that recommendation is due to a response from a referral authority
- The application includes a waiver or reduction in the car parking requirements from Clause 52.06 of more than three (3) spaces.
- The application is for a new or extended telecommunications tower, where the total height of the structure exceeds 20m.
- Where an application may affect the broader community interest.

Issue Planning

Permit

APPLICATION

DECISION

If no objections are received, and the recommendation is for approval, a permit will be

You must comply with the conditions on the planning permit and obtain any other approvals that may be required for your proposal.

issued.

The applicant may lodge an application for review with the VCAT against any condition within **60 days** of the issuing of the permit or notice.

Issue Notice of Decision to Grant a Permit

If objections are received and the decision is to approve the application, a Notice of Decision to Grant a Permit will be issued.

An objector may lodge an application for review within 21 days of the date of the notice with the Victorian Civil and Administrative Tribunal (VCAT).

If no review applications are lodged with VCAT, then a planning permit will be issued at the end of this time. Please allow about 28 days from the date of the Council decision

Issue Refusal to Grant a Permit

If the decision is made not to approve the application. a Refusal to Grant a Permit will be issued.

The applicant may lodge an application for review with VCAT within 60 days of the notice being issued.

APPLICATION TIMEFRAMES VARY CONSIDERABLY FROM 10 BUSINESS DAYS FOR A VICSMART APPLICATION TO A FEW WEEKS FOR SIMPLE APPLICATIONS WHERE ALL THE INFORMATION IS PROVIDED AT LODGEMENT. THROUGH TO MANY MONTHS FOR MORE COMPLEX APPLICATIONS.

More information can be obtained regarding the planning application process from the following websites:

www.colacotway.vic.gov.au (select Planning & Building)

www.delwp.vic.gov.au/planning

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