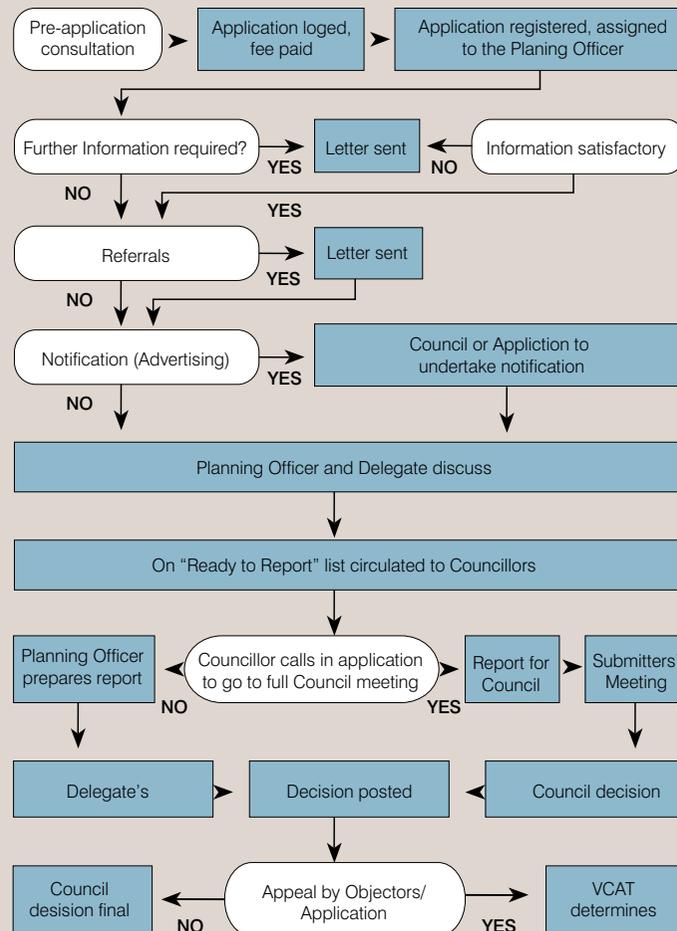


At the appeal, parties can put their cases to VCAT directly. Otherwise, if they prefer, applicants and objectors may have someone else represent them, such as a lawyer or planning consultant.

Any decision of the Tribunal is final and binding on all parties, except where a question of law arises. An appeal against a tribunal decision on a question of law can only be made to the Supreme Court within 28 days of VCAT's decision.

The Planning Application Process



Translation Services

An interpreting service is available if required by contacting Manningham City Council on 9840 9333.

Arabic / عربي
خدمة الترجمة متاحة إذا لزم الأمر عن طريق الاتصال بمجلس بلدية مدينة مانينجهام على هاتف رقم 9840 9333.

Chinese / 中文
需要的话可以提供翻译服务，联系 Manningham 市政厅电话 9840 9333。

Greek / Ελληνικά
Υπηρεσία διερμηνείας είναι διαθέσιμη, αν απαιτείται, επικοινωνώντας με το Δημοτικό Συμβούλιο του Manningham στο 9840 9333.

Italian / Italiano
È possibile utilizzare il servizio d'interpretariato se necessario telefonando al comune di Manningham, al 9840 9333.

Korean / 한국어
통역 서비스를 원하시면 매닝햄 시의회에 9840 9333으로 연락하셔서 요청하시면 됩니다.

Macedonian / Македонски
Ако ви треба преведувачка услуга јавете се на Општина Манингхам на 9840 9333.

Persian / فارسی
خدمات ترجمه شفاهی موجود است. در صورت نیاز می توانید با شهرداری مانینگهام به شماره تلفن 9840 9333 تماس بگیرید.

For further information, please contact Manningham Council's Statutory Planning Department on 9840 9495 or 9840 9273.



Manningham City Council cares about the environment. This brochure is printed on Australian made, 100% recycled Tudor RP Carbon Neutral paper. This has helped reduce global greenhouse gas emissions by more than 33 kilograms CO2-e.

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The town planning application process in Manningham



Planning the way

Manningham City Council

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What is Statutory Planning?

Statutory planning is the regulatory side of town planning and includes the processing of town planning applications for development and use of land. This function is undertaken within the framework of the Planning and Environment Act 1987 and more particularly through planning schemes.

Manningham City Council is responsible for administering the planning scheme for the area of Manningham.

What is the Manningham Planning Scheme?

The Manningham Planning Scheme is a legal document that outlines policies and controls for the use, development and protection of land in Manningham. The planning scheme includes maps and tables that divide land into zones and outline the uses allowed, with a permit or without a permit, or prohibited in each zone.

For advice regarding the necessity of a planning permit, contact Manningham Council's Statutory Planning Department on 9840 9273 or 9840 9495.

If you propose to use or develop land within Manningham, it is best to first discuss the proposal with a Planning Officer at Council. The officer will be able to advise whether or not a planning permit is required and of the information you will need to submit with your planning application. Advice can also be given about whether a proposal complies with Council policy. This can save considerable time and money in the processing of an application. Council also encourages applicants to discuss a proposal with their neighbours prior to submitting an application to identify any concerns they may have.

Lodging an application

Once it has been determined that a planning permit is required, a planning application needs to be lodged with Council and all relevant fees paid. At this time, the application will be delegated to a Planning Officer for assessment.

Further information

If the information submitted with the application is incomplete, or inadequate, a letter requesting further information will be sent to the applicant. Any of the Planning Officer's preliminary concerns will also be raised at this time.

Advertising

Once all relevant information is received, Council will determine whether formal advertising is required. If Council considers that any person may be materially affected by an application it will require notification to all adjoining land owners/occupiers. Council may also require notification to be given by the display of notices onsite and in a local newspaper, depending on the scale of the proposal.

A letter will be sent to the applicant outlining the advertising procedure. Council can undertake advertising on behalf of the applicant for a fee.

Referrals

Some applications are required to be referred to the relevant State Government department for comment. The application is generally referred to the relevant authorities at the same time the direction to give notice is sent to the applicant.

What process does an application follow after it has been lodged with Council?

After an application has been lodged with Council, statutory processes must be followed. Council cannot vary these processes. An overview of a planning application process is outlined on the reverse of this brochure.

How will a decision be made?

A Council decision on an application can only be made 14 days after notification of the application is given. During this time, any comments submitted to Council about the application will be taken into account.

All submissions received up until a decision is made by Council must be taken into account.

Following the notification process, the relevant Planning Officer will prepare a report making a recommendation to the relevant Council delegate or, if the application is significant, to Council. Each week a list of applications which are ready to resolve is prepared for Councillors. Councillors may require any application to be reported to a Council meeting for determination at their discretion.

A submitters' meeting is generally held the evening before a full Council meeting. All persons making a submission and the applicant will be advised of the date and time of the submitters' meeting and invited to attend and address the Ward Councillors.

Council may determine to either:

- Issue a planning permit, if there are no objections.
- Issue a notice of decision to grant a permit, if objections have been received but council considers that the proposal is acceptable.
- Issue a refusal to grant a planning permit if the proposal is not considered to be acceptable.

The Councillors' decision may not necessarily be the same as the officer's recommendation.

Does Council have the final say on my application?

If an application for a planning permit has been refused, or conditions have been placed on the permit that the applicant is concerned about, the applicant may seek a review at the Planning Division of the Victorian Civil and Administrative Tribunal (VCAT) within 60 days of Council's decision.

Similarly, should any objectors to the application be dissatisfied with Council's decision to grant a permit, applications for review can be made to VCAT within 21 days of Council's decision.