

How and when will Council consider my application?

Following the notification process and return of all referral comments, the Planning Officer prepares a report making a recommendation to the relevant Council delegate. This report is prepared after considering all submissions to the application, any negotiation or results from a consultation meeting, comments from referral authorities, state and local government planning policies, the provisions of the Manningham Planning Scheme and local policy.

Alternatively, if requested by a Councillor, an application will be reported to a full Council meeting. If this is the case, you may address your Ward Councillors at a submitters' meeting, generally held the Monday before the relevant Council meeting.

What happens after Council's decision?

Council may determine to either:

- Issue a 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.
- Refuse to grant a permit, if the proposal is not considered to be acceptable.

The Councillor's decision may not necessarily coincide with the officer's recommendation.

A permit can be issued with or without conditions.

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 does not agree with, 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 objector to an 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.

VCAT will invite all parties to make submission and may uphold Council's decision or direct the council to change its decision. For further information on VCAT processes visit: www.vcat.gov.au or phone 9628 9777.

Further information on the planning process is outlined in 'The Town process in Manningham' which is available at Council offices, or at www.manningham.vic.gov.au

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.

Each sale of Tudor RP Carbon Neutral paper supports Landcare Australia.

Lodging a planning application in Manningham



Planning the way

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When do I need a planning permit?

Planning controls affecting land throughout Manningham determine whether a planning permit is required before you undertake any use or development.

For advice regarding the need for a planning permit, it is suggested that you contact Manningham Council's Statutory Planning Department at on 9840 9273 or 9840 9495.

How do I apply for a planning permit?

If you propose to use or develop land, it is best to first discuss the proposal with a Planning Officer at Council. By arranging a pre-application discussion, the officer will be able to provide advice regarding information you will need to submit with your planning application to comply with Council requirements. This can save you considerable time and money in the processing of the application.

It is recommended to also discuss your proposal with neighbours prior to lodging an application to determine any concerns they may have.

What do I need to submit with my planning application?

For all planning applications it is necessary to submit:

- An application form, available at www.manningham.vic.gov.au or in hard copy from Council.
- Planning application fee, a fee schedule is available from Council at www.manningham.vic.gov.au or in hard copy from Council.
- A copy of the Certificate of Title for the subject land, available at Land Victoria or online at www.land.vic.gov.au.
- A covering letter which summarises the application.
- Three copies of plans (one set to be A3); this may include a site plan, floor plans and elevations.

What else do I have to submit with my application?

Multi-dwelling developments call for more detailed information. A neighbourhood and site description and design response are essential to the application, as well as an assessment against the relevant planning policy.

If the application is for a particular use of a building, a floor plan that clearly labels each room and how it is to be used is required. Car parking provision and access should also be shown on the plans.

If the application is for buildings and works, elevations of the building must be provided together with floor plans.

All plans should clearly identify areas of new and existing works, earthworks and vegetation removal. In some cases, it may also be necessary to provide a schedule of external materials including a proposed colour scheme.

For an application that is for the use of the land only, a summary of the proposal such as hours of operation, number of staff etc. and will be required with the application.

Plans submitted with applications must show accurate dimensions and be to scale.

What happens once I have lodged my application and paid the relevant fees?

Once Council receives an application for a planning permit, the application is delegated to a particular Council officer. You will be notified in writing of the officer's name and direct contact telephone number.

At this stage an initial assessment is undertaken in order to determine whether there is sufficient information to assess the application. If Council determines further information is necessary, a written request will be sent to the applicant.

What happens when Council has all the necessary information?

The majority of applications will need to be advertised, and this is done in the form of a Notice of Application.

The Notice of Application can consist of a sign on site, a letter to all surrounding owners and occupiers, a notice in the newspaper or a combination of all three.

Council can undertake the mail out of notices and erection of signs, if required, on your behalf for a fee.

Some applications are required to be referred to relevant State Government departments and other Council service units 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 if Council receives comment from the public with regard to my application?

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 Council determines an application must be taken into account.

In some circumstances a Councillor or the Council Planning Officer may suggest a consultation meeting be held with objectors. While not compulsory, such meetings may assist in understanding issues associated with your application.

The meeting provides an informal forum for all interested parties to discuss the application and work towards a solution that is acceptable to everyone involved.

Consultation meetings are not automatic and depend on the combined willingness of all parties to compromise and work towards an acceptable solution.