ePlanning can be accessed at the following link https://eplanning.surfcoast.vic.gov.au

TO UPLOAD INFORMATION FOR AN EXISTING APPLICATION
To:

- upload further information;
- revise your application (Section 50/57a);
- amend a permit (section 72);
- request an extension of time;
- request secondary consent approval (application for approval of minor changes to endorsed plans where there are no new permit triggers created and no material detriment);
- submit plans required by a Planning Permit condition (Plans to comply);

you will need to be a registered user of the system. To register as a user of the system. Click 'Register here':
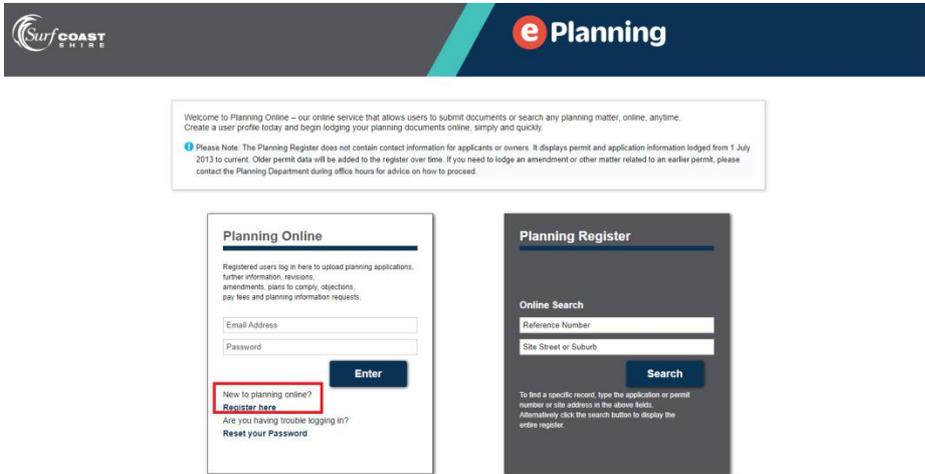
If you are already a registered user, log in.

Click the black **Search the Register** tab and find the application using the search filters.

Once you have found the application, click the **Actions** button and make your selection:

FORMAT OF PLANS

Plans must be submitted in standard PDF format, not PDF/A or PDF/B. The maximum file size is 1000MB.

COMMUNICATION FROM COUNCIL

Once you have lodged your information through eplanning, we will communicate with you using the portal.

You will receive an email prompting you to visit eplanning when a new document is published. Click the link in the email to take you to the portal.

If you can't see the document, it is likely that you are not logged into the system. To log into the system, click on 'Log in' in the top right hand corner of the screen.
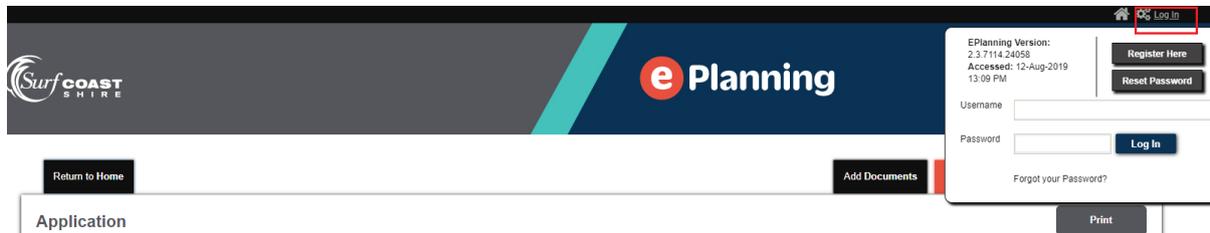
MORE INFORMATION AND HELP

For more information or help with ePlanning, contact the Planning Department on 5261 0800, by email planningapps@surfcoast.vic.gov.au, or visit us at our offices at 1 Merrijig Drive, Torquay.