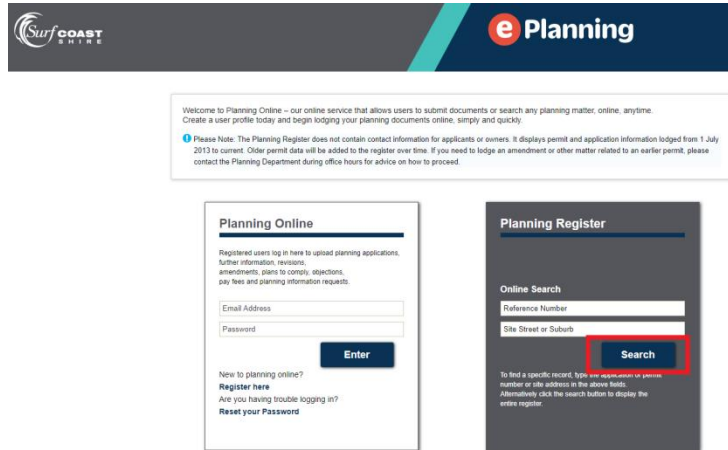


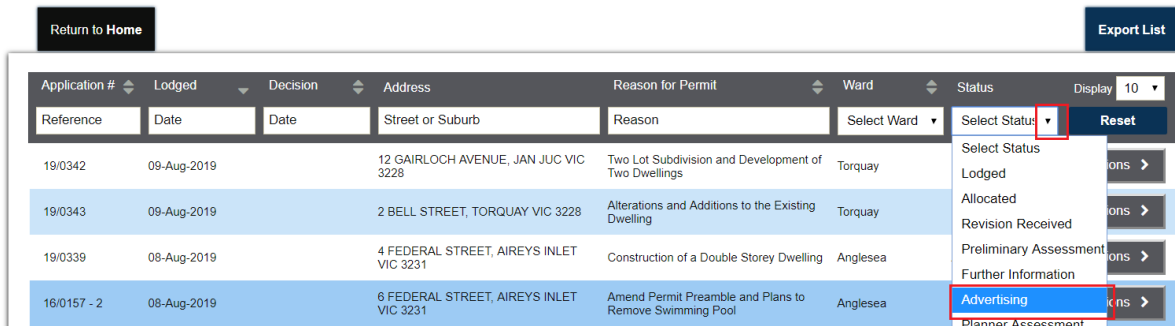
## HOW TO VIEW ALL APPLICATIONS CURRENTLY ON PUBLIC NOTIFICATION

Log in to the portal at this address <https://eplanning.surfcoast.vic.gov.au>

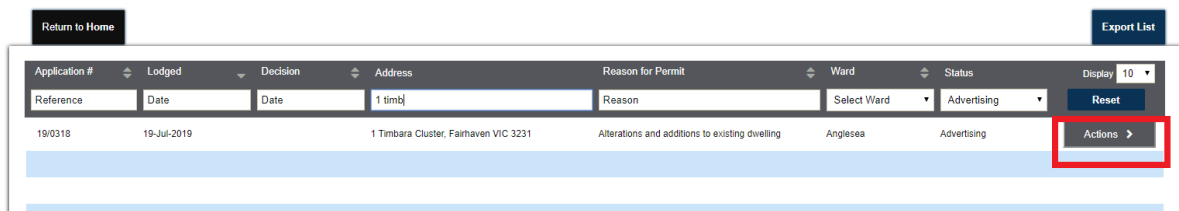
Click on the highlighted search button below. Note, you do not need to register as a user to view an application on public notification.



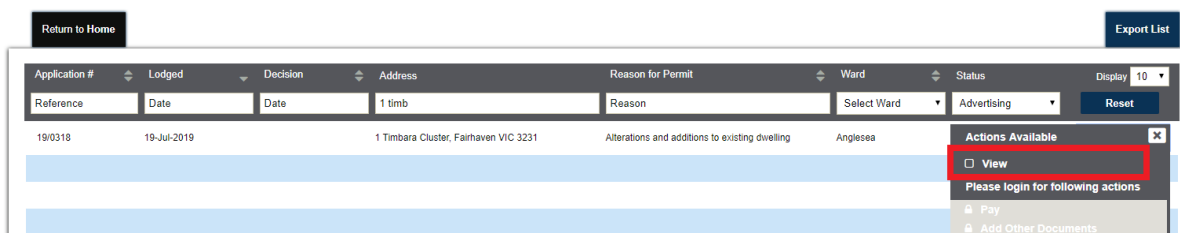
Click on the drop box arrow in the 'Select Status' box and click on advertising:



All applications currently on public notification will display. To view information about an advertised application click the actions button:



Click view:



The screen will display similar to the example below:

**Surf COAST SHIRE** **e Planning**

Return to Home Add Documents Make a Submission Search the Register

**Application** Print

Application Reference: 19/0273 Application Status: Advertising

**Basic Information**

Date Lodged	27 Jun 2019
Cost of Works	\$70,000.00
Proposal Type	One or more new buildings
Reason for Permit	Construction of a Shed

**Contacts**

Type	Name	Address	Contact Details
Site Address	N/A	125 ERVINS ROAD, MOUNT MORIAC VIC 3240	N/A

**Additional Information**

Subdivision	N/A
-------------	-----

**Important Dates**

Scroll down to the bottom of the screen and click download:

Original Decision	-
Appeal	None Registered
Final Decision	-

**Attached Documents**

Date Published	Title	Doc Size	Doc Type	
23 Jul 2019	19/0273 - Notification - Advertising Set - 125 Ervins Road Mount Moriac	1.97 MB	application/octet-stream	<span>Download</span>

Note: Council can accept objections/ submissions in support of an application up until the time it makes a decision on the application.

Once the formal notification period is completed you will not be able to view the advertising documentation using the above method. Instead, you will need to click search on the home page:

**Surf COAST SHIRE** **e Planning**

Welcome to Planning Online - our online service that allows users to submit documents or search any planning matter, online, anytime. Create a user profile today and begin lodging your planning documents online, simply and quickly.

**Please Note:** The Planning Register does not contain contact information for applicants or owners. It displays permit and application information lodged from 1 July 2013 to current. Older permit data will be added to the register over time. If you need to lodge an amendment or other matter related to an earlier permit, please contact the Planning Department during office hours for advice on how to proceed.

**Planning Online**

Registered users log in here to update planning applications, further information, revisions, amendments, plans to comply, objections, pay fees and planning information requests.

Email Address:

Password:

Enter

New to planning online?  
[Register here](#)  
 Are you having trouble logging in?  
[Reset your Password](#)

**Planning Register**

**Online Search**

Reference Number:

Site Street or Suburb:

Search

To find a specific record, type the application or permit number or site address in the above fields. Alternatively click the search button to display the entire register.

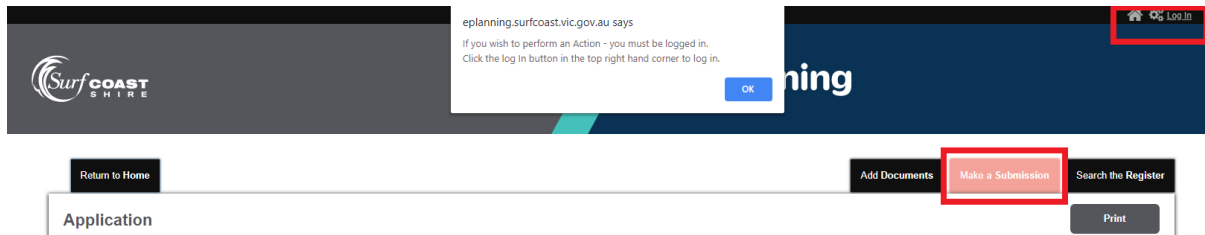
The Planning Register will then display. Applications denoted as **'lodged'**, **'allocated'**, **'further information'**, **'planner assessment'**, **'further information complete'** are yet to get to the point of public notification in the process.

The status **'ready to advertise'** indicates that public notification of the application will be undertaken in the near future.

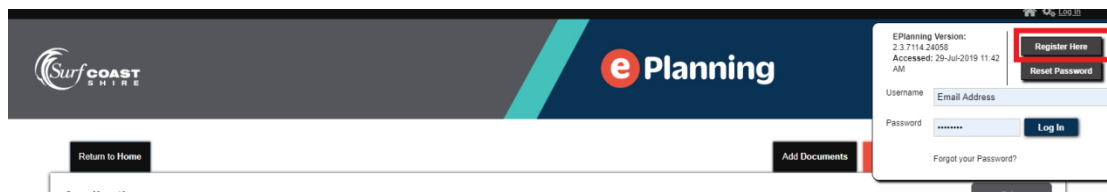
Applications denoted as **'plans to comply'** and **'secondary consent'** will not have a public notification phase.

## TO MAKE A SUBMISSION TO AN APPLICATION ON PUBLIC NOTIFICATION

To make a submission, ie lodge an objection or support the application, scroll up and click the orange 'Make a Submission' tab. You will need to be a registered user to make a submission and the following will appear if you are not a registered user, or have not logged in. Click ok and then click the highlighted 'log in' button:



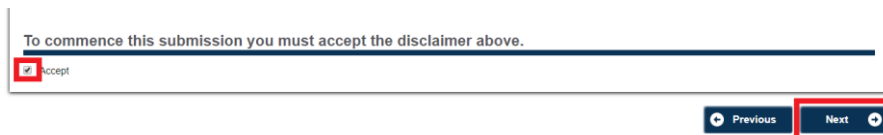
If you are not a registered user, click the 'Register Here' button. If you are already a user, log in with your email address and password as prompted:



Once you have registered/ logged in, re-click on the orange 'Make a Submission' button:



Click 'Accept' and 'Next':

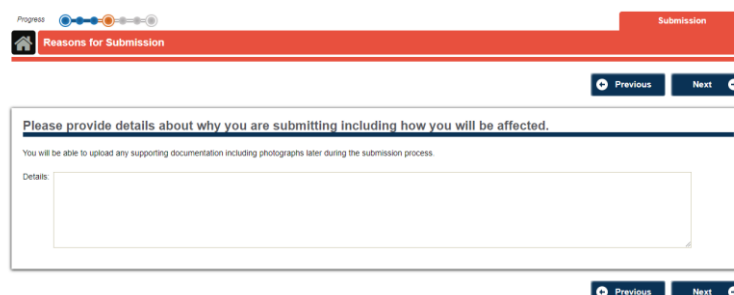


Click the relevant option 'Supporter' or 'Objector' and click next:



Fill in the relevant fields and click next.

Complete the free text 'details' box to explain your concerns, or reasons for support:



Click next.

The option is available to upload a document in support of your submission; this could include photographs or a Word document. If you wish to upload a document, choose the relevant document and click 'upload' and then 'next'.

If you don't wish to upload a document, click 'next':

Progress: [Progress Bar] Submission

### Required Documentation

Previous Next

#### Upload documents as required

Document uploads are restricted to the allowable files types listed below. You can upload as many documents as needed, however each document must have a unique file name. If you are unsure what documents are required for your application, please contact a Council Planning Officer. Note that additional documents may be required throughout the application process.

Support Documents	Uploaded Documents
Attach all necessary supporting documentation	
Please select file to upload. (Note: we only allow *.doc, *.docx, *.jpg, *.png, *.rar, *.xls, *.xlsx, *.txt, *.zip formatted files, the maximum size of the file is 1000MB)	
Additional Document Choose a file	No file chosen
Upload	Cancel

Previous **Next**

A summary screen will appear, tick the 'Declaration' and click 'submit'

### Declaration

By ticking this checkbox, I, Michelle Watt, confirm that I have read and understood the statement above and the Submitter (if not myself) has been advised of this requirement.

Previous **Submit**

A confirmation screen will display and we will send you an email confirming that we have received your objection. You can download a copy of your objection by clicking the 'Download' button.

Progress: [Progress Bar] Submission

### Confirmation

Close

Your submission has been submitted to council. An email has been sent to your registered email address. You can also download a copy of your submission below.

Portal Reference	O31949TT
Reference No	19/0273
<b>Basic Information</b>	
Proposed Use	Construction of a Shed
Submission to Permit No	19/0273
Submission Statement	000
Site Address	125 ERVINS ROAD MOUNT MORIAC VIC 3240
Affected Address	125 ERVINS ROAD MOUNT MORIAC 3240

You can download a copy of your submission here. **Download**

Close

All communication about the application from Council will be via the portal.

## 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](mailto:planningapps@surfcoast.vic.gov.au), or visit us at our offices at 1 Merrijig Drive, Torquay.