HOW TO VIEW AN APPLICATION ON PUBLIC NOTIFICATION

To view an application on public notification and you know the Application Reference Number, enter the number into the 'Reference Number' field and click 'Search'.

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 upload 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.

If you don't know the Application Reference Number, click 'Search'.

If you are interested in a particular property, type the address of the site into the 'Address' field:

Return to Home							Export List
Application #	Lodged	Decision	Address	Reason for Permit	Ward	Status	Display 10
Reference	Date	Date		Reason	Select Ward	Select Status	Reset

If you would like to view all applications currently on public notification, click on the drop box arrow in the 'Select Status' box and click on advertising:

Return to Home							Export List
Application #	Lodged	Decision	Address	Reason for Permit	Ward	Status	Display 10
Reference	Date	Date	Street or Suburb	Reason	Select Ward	Select Status	Reset
19/0342	09-Aug-2019		12 GAIRLOCH AVENUE, JAN JUC VIC 3228	Two Lot Subdivision and Development of Two Dwellings	Torquay	Select Status	ons
19/0343	09-Aug-2019		2 BELL STREET, TORQUAY VIC 3228	Alterations and Additions to the Existing Dwelling	Torquay	Lodged / Allocated	ons
19/0339	08-Aug-2019		4 FEDERAL STREET, AIREYS INLET VIC 3231	Construction of a Double Storey Dwelling	Anglesea	Revision Received / Preliminary Assessment	ons
16/0157 - 2	08-Aug-2019		6 FEDERAL STREET, AIREYS INLET VIC 3231	Amend Permit Preamble and Plans to Remove Swimming Pool	Anglesea	Further Information / **Advertising** / Planner Assessment	ons

All applications currently on public notification will display.

To view the documents on public notification, click the actions button:

Return to Home							Export List
Application #	Lodged	Decision	Address	Reason for Permit	Ward	Status	Display 10
Reference	Date	Date	1 timb	Reason	Select Ward	Advertising	Reset
19/0318	19-Jul-2019		1 Timbara Cluster, Fairhaven VIC 3231	Alterations and additions to existing dwelling	Anglesea	Advertising	Actions >

Click view:

The screen will display similar to the example below:

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

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

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:
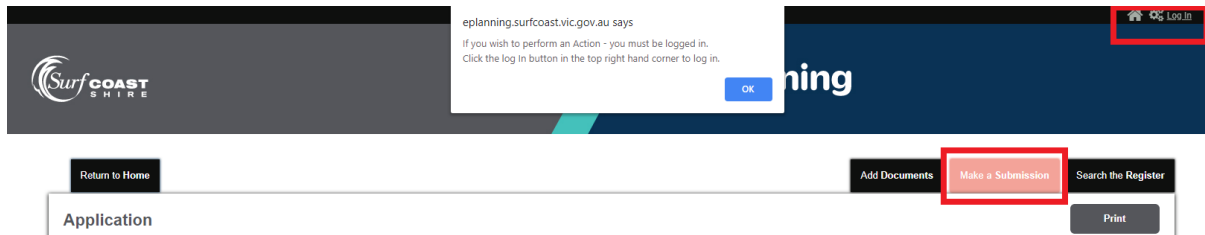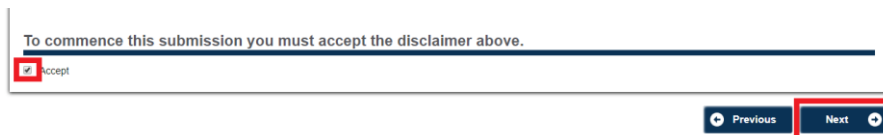

If you are not a registered user, click the 'Register Here' button. If you are already a user, log in with your email address and password as prompted:
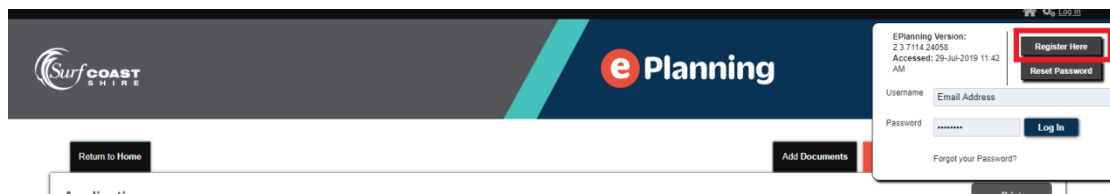
Once you have registered/ logged in, re-click on the orange 'Make a Submission' button:

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:
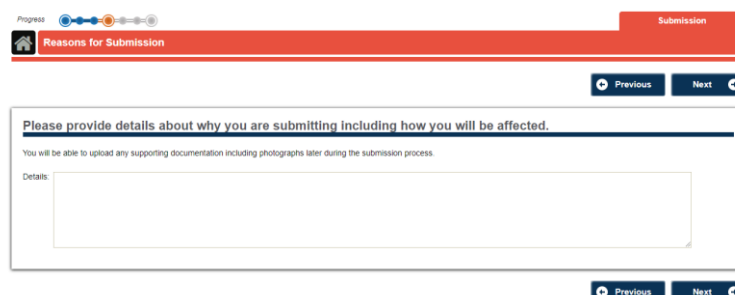
Click next.

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':

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

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, or visit us at our offices at 1 Merrijig Drive, Torquay.