

## 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
Reference	Date	Date		Reason	Select Ward	Select Status	10
			<input type="text"/>				<b>Reset</b>

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
Reference	Date	Date	Street or Suburb	Reason	Select Ward	Select Status	10
19/0342	09-Aug-2019		12 GAIRLOCH AVENUE, JAN JUC VIC 3228	Two Lot Subdivision and Development of Two Dwellings	Torquay	Lodged	<a href="#">Actions &gt;</a>
19/0343	09-Aug-2019		2 BELL STREET, TORQUAY VIC 3228	Alterations and Additions to the Existing Dwelling	Torquay	Allocated	<a href="#">Actions &gt;</a>
19/0339	08-Aug-2019		4 FEDERAL STREET, AIREYS INLET VIC 3231	Construction of a Double Storey Dwelling	Anglesea	Preliminary Assessment	<a href="#">Actions &gt;</a>
16/0157 - 2	08-Aug-2019		6 FEDERAL STREET, AIREYS INLET VIC 3231	Amend Permit Preamble and Plans to Remove Swimming Pool	Anglesea	Advertising	<a href="#">Actions &gt;</a>

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
Reference	Date	Date	1 timb	Reason	Select Ward	Advertising	10
19/0318	19-Jul-2019		1 Timbara Cluster, Fairhaven VIC 3231	Alterations and additions to existing dwelling	Anglesea	Advertising	<b>Actions &gt;</b>

Click view:

The screenshot shows a table with columns: Application #, Lodged, Decision, Address, Reason for Permit, Ward, Status, and Display. A row is selected, and an 'Actions Available' dropdown menu is open, showing options: View (highlighted with a red box), Please login for following actions, Pay, and Add Other Documents.

Application #	Lodged	Decision	Address	Reason for Permit	Ward	Status	Display
19/0318	19-Jul-2019		1 Timbara Cluster, Fairhaven VIC 3231	Alterations and additions to existing dwelling	Anglesea	Advertising	10

The screen will display similar to the example below:

The screenshot shows the 'ePlanning' application details page. It includes a header with 'Surf COAST SHIRE' and 'ePlanning'. The page has a 'Return to Home' button and 'Add Documents', 'Make a Submission', and 'Search the Register' buttons. The main content area is titled 'Application' and includes a 'Print' button. Below this, there are sections for 'Basic Information', 'Contacts', 'Additional Information', and 'Important Dates'. The 'Basic Information' section shows: Application Reference: 19/0273, Application Status: Advertising, 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. The 'Contacts' section shows a table with columns: Type, Name, Address, Contact Details. The 'Additional Information' section shows: Subdivision: N/A.

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

The screenshot shows the 'Attached Documents' section of the application details page. It includes a table with columns: Date Published, Title, Doc Size, Doc Type, and a 'Download' button (highlighted with a red box).

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

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

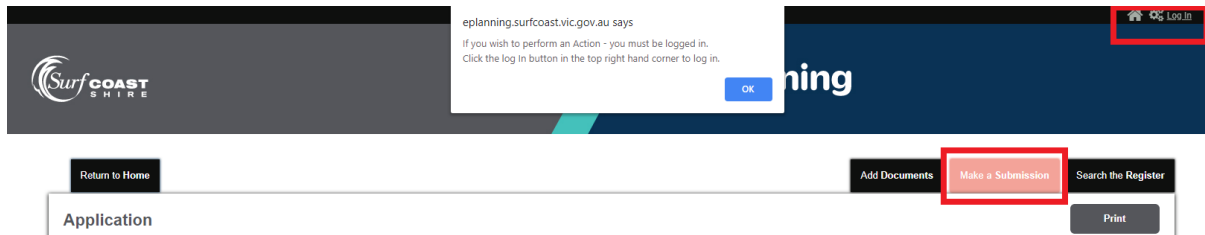
Applications denoted as '**lodged**', '**allocated**', '**further information**', '**planner assessment**', '**further information complete**' are yet to get to the point of public notification in the process.

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

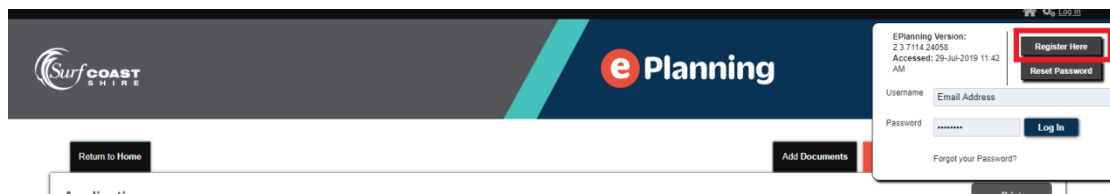
Applications denoted as '**plans to comply**' and '**secondary consent**' will not have a public notification phase.

## 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:



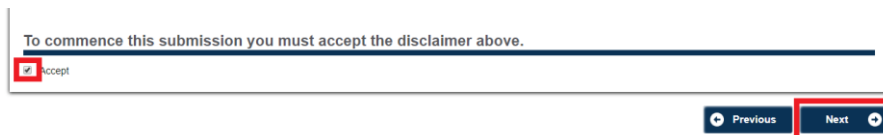
If you are not a registered user, click the 'Register Here' button. If you are already a user, log in with your email address and password as prompted:



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



Click 'Accept' and 'Next':

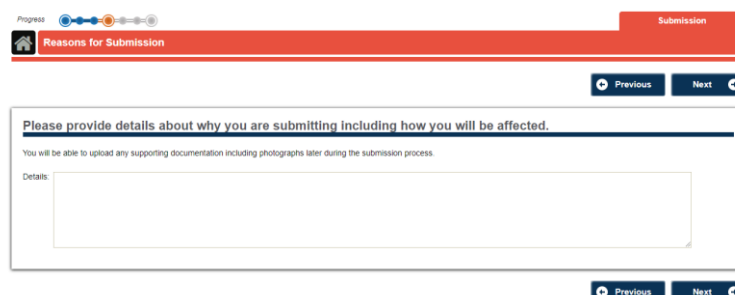


Click the relevant option 'Supporter' or 'Objector' and click next:



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':

Progress ●●●●● 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	
<input type="text" value="Choose a file"/> <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/> <input type="button" value="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 ●●●●● Submission

Confirmation

Close

### Confirmation

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

#### Basic Information

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.

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.