

You can view plans and supporting documentation for applications which are currently on public notice (Advertising).

When using the Planning Register you will notice that there are a range of terms used in the 'Status' section, the statuses are live and are updated as we process each application.

TERMS USED IN THE PLANNING REGISTER (alphabetical order):

Advertising

The requirements for giving notice of an application are set out in Section 52(1) of the Act.

Council advertises many applications, but some applications are exempt from advertising.

If an application is advertised, you can make a submission about it up until the time Council makes a decision on the application. To make a submission, search the register, find the relevant application and click the Actions button, followed by Make a Submission button. **There is a Help Sheet if you require more detail, click this link <https://www.surfcoast.vic.gov.au/Property/Planning-and-Building/Planning/Current-applications>**

Advertising complete

Council's requirements for advertising of the application have been met. Submissions can continue to be made up until the time that a decision is made on the application.

Allocated

A Planner has been allocated the file.

Appealed

An appeal has been lodged with the Victorian Civil and Administrative Tribunal (VCAT). VCAT will make a final decision on the application.

Application complete

The application has been finalised and any appeals have been completed.

Further information

The Planner has requested further information in order to be able to assess the application. In most cases an application is not advertised until the further information has been submitted.

Further information complete

The requested further information has been submitted and accepted. The statutory clock will reset to zero days on the date the information was submitted.

Lapsed

The application has lapsed as the required further information has not been submitted.

Lodged

The application has been accepted by Council.

Meeting

A Consultation Meeting or Height Pole Meeting may be held for an application.

A Hearing of Submissions Meeting is held where Councillors have called in an application to make a decision on it.

Only those who have made a submission to Council about the application are invited to these meetings; the meetings are not public meetings.

Meeting complete

The meeting has been held.

New application

The application has been submitted to Council.

Notice of Decision

Council supports the application, but objections have been received. An opportunity is available for objectors to lodge an appeal with the Victorian Civil and Administrative Tribunal (VCAT).

Permit issued

A Planning Permit has been issued. A Planning Permit operates from the date specified on the permit.

A Planning Permit can expire in three ways:

- If the permit is not acted upon; or
- If the use is discontinued as set out in Section 68 of the Act; or
- If a permit condition provides that a use may only be conducted until a certain time or that works must be removed after a certain time.

The owner or occupier of land to which a permit applies may ask for an extension of time where:

- A use or development allowed by the permit has not yet started and the application is made either before the permit expires or within six months of the expiry date; or
- Development allowed by the permit has lawfully started and the application is made within 12 months after the permit expires.

More than one extension of time can be granted for a permit.

Preliminary Assessment

The Planner has completed the initial assessment of the application. This is the point where all permit triggers are identified, the permit description is finalised and any referrals and advertising requirements identified.

Plans to comply

Plans have been submitted to Council to meet the requirements of a Planning Permit condition. Advertising of these plans is not undertaken.

Plans to comply issued

The plans have been approved as meeting the requirements of a Permit condition.

Ready for decision/ Planner assessment

The application is ready for a decision to be made, any required referrals are completed and if advertising of the application is required, it is complete. During this phase, the Planner will complete a report which recommends whether the application is approved or refused.

Ready for meeting

The Planner has determined that a meeting is required and is in the process of being arranged.

Ready to advertise

Advertising of the application is required and is currently being organised.

Referral

Statutory referral requirements are identified in Clause 66 of the Planning Scheme and may include authorities such as DELWP, VicRoads, Barwon Water, Country Fire Authority, Environment Protection Authority etc. Council cannot decide on an application which has been referred until 28 days from the date of the referral have passed.

Referrals can also be made to Council departments for expert advice on a range of issues including: trees, fire, engineering, waste, construction.

Refused

Council has refused the application and has not issued a Planning Permit.

Revision received

An applicant can request an amendment to an application before or after notice is given; this request is made pursuant to Section 50 or 57a of the Planning and Environment Act 1987 and, if accepted, results in the statutory clock being reset at zero days.

The amended application is taken to be the application for the purposes of the Act.

All objections to the original application are taken as objections to the amended application.

Secondary consent

An application has been made to Council for a minor change to endorsed plans. Advertising of these applications is not undertaken.

VicSmart

The VicSmart permit process is a shorter planning process. VicSmart applications are exempt from advertising and appeal to VCAT.

Withdrawn

The applicant has withdrawn the application and it will not proceed.

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.