

## Applicant's Guide to Lodging a VicSmart Application

March 2017

### Introduction

VicSmart is a simple and fast planning permit process for straightforward applications.

This guide will help you make a VicSmart planning permit application. It includes advice on:

- whether your application qualifies for a VicSmart assessment
- how to prepare and lodge a VicSmart application
- information you must submit with your application.

### How does VicSmart work?

The VicSmart process involves four simple steps:

Step 1: PREPARE	Step 2: SUBMIT	Step 3: ASSESS	Step 4: DECIDE
Check the planning scheme, discuss your proposal with council, pick up checklists and any other information.	Submit the application to the council with all the required information.	A council officer assesses the application against pre-set criteria.	A council officer approves or refuses the application within 10 business days.

### What qualifies for the VicSmart permit process?

You can use VicSmart to apply for:

- minor subdivision
- minor buildings and works
- tree removal and lopping
- small advertising signs
- car parking and loading bay waivers.

You can include one or more proposals in an application.

See if your application is eligible for VicSmart and is listed as a State VicSmart application on pages 5 to 12.

### Prepare

#### 1. Discuss your proposal with the council

Before preparing and lodging an application, discuss your proposal with a council planning officer.

A planning officer can advise on:

- whether you need a planning permit and why
- whether you can apply under VicSmart
- the nature and amount of supporting information you need to submit with your application

- the relevant planning controls
- whether the consent of a referral authority will be required.

Your council may have other information and checklists that will help you prepare the application.

A discussion will help you to include all the right information with your application.

## 2. Include the right information

To enable a council officer to decide an application in 10 business days you must submit all required information when lodging the application.

The information to be submitted with a VicSmart application is listed in the planning scheme. A council officer may waive or reduce the required information if they can assess the application without the information.

The council officer cannot ask for more information than the planning scheme requires.

There are 14 checklists summarising the different information requirements for each type of State VicSmart application. The checklists are available from your council or the VicSmart website:

[www.planning.vic.gov.au/vicsmart](http://www.planning.vic.gov.au/vicsmart).

Complete the relevant checklist to ensure you submit all the required information.

If your proposal falls into more than one VicSmart class of application you will need to complete all the relevant checklists.

If your council has listed additional local classes of VicSmart application in their planning scheme, corresponding checklists may be available for these.

If your application requires referral authority approval, you must obtain the written consent of the referral authority before lodging the application.

Checklist 1: Realign a boundary between two lots

Checklist 2: Subdivide land into lots each containing an existing building or car parking space

Checklist 3: Subdivide land with an approved development into two lots

Checklist 4: Construct a front fence in a residential zone

Checklist 5: Construct a building or works except in a rural zone

Checklist 6: Construct a building or works in an overlay

Checklist 7: Remove, destroy or lop one tree

Checklist 8: Minor subdivision, minor buildings and works, painting or tree lopping in a Heritage Overlay

Checklist 9: Minor subdivision or buildings and works in a Special Building Overlay

Checklist 10: Display a sign in a commercial, industrial or special purpose zone

Checklist 11: Reduce a car parking requirement

Checklist 12: Reduce or waive the loading and unloading requirements

Checklist 13: Tow lot subdivision in a rural zone

Checklist 14: Construct a building or works in a rural zone.

These checklists are available from your council or the VicSmart website: [www.planning.vic.gov.au/vicsmart](http://www.planning.vic.gov.au/vicsmart).

There are three prerequisites for an application to be eligible as a VicSmart application.

## Submit

### 3. Submit your application and fee

Your application should include:

- A completed application form.
- Application fee. Most applications require a fee. Contact council for the appropriate fee.
- Copy of the property title. The title includes: the covering 'register search statement', the title diagram and the associated title documents known as 'instruments', for example, restrictive covenants. Some councils require that title information is no older than a specified time frame. Contact your council for advice on their requirements.
- The required information for the class of VicSmart application. The information requirements are set out in the planning scheme and summarised in the VicSmart checklists.
- Completed checklist(s).
- Signed declaration on the application form.

Check with your council on how to lodge your application and pay the fee.

### 4. Amending a VicSmart application

A VicSmart application can be amended after lodgement.

The day council receives the request for the amendment becomes the lodgement date of the application.

## Assess

### 5. Checking submitted information

A council officer will check the submitted information against the requirements listed in the planning scheme.

#### Request for further information

If the information submitted with the application is inadequate or if some of the required information is missing, council can ask you to provide further information.

The request for further information must be in writing setting out the information to be provided.

If the request for further information is made within five business days of receiving the application, the council will have a further 10 days to decide the application from when a satisfactory response to the request for further information is received.

It is recommended that you provide all the necessary information with your application. If insufficient information is provided with your application, a decision will be delayed until all the information is provided.

#### Failing to respond to a request for further information by the due date can lead to an application lapsing

If the request for further information is made within five business days of receiving the application, the request must also specify a date by which the information must be received.

If the requested information is not provided by that date, the application lapses.

An application that has lapsed cannot be recommenced and a new application must be lodged.

You can apply to extend the date to provide information provided the request to extend the date is made before the lapse date.

## **Failing to obtain referral authority approval**

If your application requires referral authority approval, failure to obtain this consent and provide it with your application means the application is not a VicSmart application and must be processed through the regular permit process.

## **6. Assessing VicSmart application**

A VicSmart application is assessed against pre-set decision guidelines that are set out in the VicSmart planning provisions for that class of application. Council officers will judge the merits of the application based on the pre-set decision guidelines.

## **7. Can a VicSmart application be assessed under the regular permit process?**

If a proposal meets the criteria for a VicSmart application, council must assess the application within 10 days using the VicSmart process. A council cannot choose to assess the proposal using the regular permit process.

## **8. Can a local planning policy be considered?**

A council can only consider a local planning policy where it is included in the decision guidelines for a VicSmart class of application and included in the planning scheme.

For example, the decision guidelines for VicSmart heritage and advertising applications enable council officers to refer to the relevant local planning policy as part of its assessment of the proposal.

## **Decide**

## **9. Who decides a VicSmart application?**

The Chief Executive Officer (CEO) of the municipal council is responsible for deciding a VicSmart application.

Under section 188 of the *Planning and Environment Act 1987*, the CEO may delegate the responsibility to decide a VicSmart planning application to other officers of the council.

## **10. When should a VicSmart application be decided?**

A decision should be made within 10 business days. After 10 business days, you will have a right of review by the Victorian Civil and Administrative Tribunal (VCAT) for failure to decide.

## **11. How is the 10 business days calculated?**

The receipt of a completed application form by council is the trigger for calculating the elapsed days.

In calculating the elapsed days:

- the day of receipt is not included in calculating the period
- only business days are included and Saturdays, Sundays and public holidays (including half days) are excluded
- the end day is included in the period.

## **12. The 10th business day does not trigger automatic refusal or review to VCAT**

An application is not automatically decided after 10 business days.

If a council officer cannot decide an application because of missing information, inadequate fee, design negotiations or other outstanding matter, you will be informed.

Similarly where a decision can be made but has been inadvertently delayed, a council officer will most likely inform you and will make a decision as soon as practicable.

Under VicSmart you have the right to a review by VCAT after 10 business days but you are not compelled to do so. Before applying to VCAT, please check with your council as to when a decision will be made. In most cases a decision will be made within a reasonable timeframe.

## 13. Review rights

Under VicSmart you will be able to apply for a review for:

- failure to grant a permit within the prescribed time – 10 business days
- refusal to grant a permit
- conditions in a permit
- refusal to extend the time to commence or complete a development or use.

In addition, VicSmart applicants can seek declarations from VCAT regarding the interpretation of the planning scheme and anything done by a responsible authority under the Act.

The VicSmart process does not provide third parties with review rights.

The VCAT process and forms are detailed in *VCAT Review Process for VicSmart*.

## Is your application eligible for VicSmart?

**Requirement: All the requirements for a permit must be listed as a VicSmart application**

Note: To be classed as a VicSmart application the proposal must be listed in the table overleaf, meet all the criteria and be located in the specified zone, overlay or particular provision.

A proposal could have more than one requirement for a permit and therefore may fall into more than one class of VicSmart application. The permit requirements should be identified and then be checked against the classes of application overleaf.

All the requirements for a permit must be listed as a VicSmart application. If the application requires a permit under a provision of the planning scheme that is not listed as a VicSmart application, it is not a VicSmart application.

A council planning officer can advise you what permit requirements apply to your proposal, and whether they are all classed as VicSmart.

**Requirement: A permit issued must not breach a registered restrictive covenant**

Note: An application where a permit would breach a registered restrictive covenant is excluded from being a VicSmart application.

**Requirement: Referral authority approval must be obtained before lodging the application**

Note: If a referral is required under Clause 66 of the planning scheme, the written consent of the referral authority must be lodged with the application.

The written consent must not be older than three months.

If you do not obtain this consent or the referral authority objects, the application cannot be a VicSmart application and you must apply through the regular permit application process.

## Is your proposal classed as a VicSmart application?

To qualify for the VicSmart permit process your proposal must be listed as a type of application, meet the criteria and be located in the zone or overlay detailed in the table below.

A proposal may fall into more than one class of VicSmart application.

Your council may have also introduced local VicSmart classes of application that are not listed below. Check with your local council for any additional local VicSmart classes.

**Table 1: VicSmart classes of application**

<b>Subdivision</b>	<b>Type of application</b>	<b>Criteria (all must be met)</b>	<b>Where this applies</b>
<b>1</b>	<ul style="list-style-type: none"> <li>Subdivide land to realign the common boundary between two lots</li> </ul>	<ul style="list-style-type: none"> <li>The area of either lot is reduced by less than 15 per cent,</li> <li>The general direction of the common boundary does not change ,and</li> <li>If the land is in a rural zone, each new lot is at least the area specified for the land in the zone or the schedule to the zone.</li> </ul>	<ul style="list-style-type: none"> <li>All residential zones</li> <li>All industrial zones</li> <li>All commercial zones</li> <li>All rural zones</li> <li>Special Use Zone</li> <li>Comprehensive Development Zone</li> <li>Capital City Zone</li> <li>Docklands Zone</li> <li>Priority Development Zone</li> <li>Activity Centre Zone</li> <li>Environmental Significance Overlay</li> <li>Special Building Overlay</li> <li>Heritage Overlay</li> <li>Design and Development Overlay</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>Subdivide land into lots each containing an existing building or car parking space</li> </ul>	<ul style="list-style-type: none"> <li>The buildings or car parking spaces have been constructed in accordance with the provisions of the planning scheme or a permit issued under the scheme, and</li> <li>An occupancy permit or a certificate of final inspection has been issued under the Building Regulations in relation to the buildings within five years prior to the application for a permit for subdivision.</li> </ul>	<ul style="list-style-type: none"> <li>All residential zones (except the Low Density Residential Zone)</li> <li>All industrial zones</li> <li>All commercial zones</li> <li>Special Use Zone</li> <li>Comprehensive Development Zone</li> <li>Capital City Zone</li> <li>Docklands Zone</li> <li>Priority Development Zone</li> <li>Activity Centre Zone</li> <li>Environmental Significance Overlay</li> <li>Special Building Overlay</li> <li>Heritage Overlay</li> <li>Design and Development Overlay</li> </ul>

<b>Subdivision</b>	<b>Type of application</b>	<b>Criteria (all must be met)</b>	<b>Where this applies</b>
<b>3</b>	<ul style="list-style-type: none"> <li>Subdivide land with an approved development into two lots</li> </ul>	<ul style="list-style-type: none"> <li>The construction of a building or the construction or carrying out of works on the land has been approved under the planning scheme or by a permit issued under the scheme and the permit has not expired; and</li> <li>The construction or carrying out of the approved building or works on the land has lawfully started; and</li> <li>The subdivision does not create a vacant lot.</li> </ul>	<ul style="list-style-type: none"> <li>All residential zones (except the Low Density Residential Zone)</li> <li>All industrial zones</li> <li>All commercial zones</li> <li>Special Use Zone</li> <li>Comprehensive Development Zone</li> <li>Capital City Zone</li> <li>Docklands Zone</li> <li>Priority Development Zone</li> <li>Activity Centre Zone</li> <li>Environmental Significance Overlay</li> <li>Special Building Overlay</li> <li>Heritage Overlay</li> <li>Design and Development Overlay</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>Subdivide land into two lots in a rural zone</li> </ul>	<ul style="list-style-type: none"> <li>Each new lot is at least the area specified for the land in the zone or the schedule to the zone.</li> </ul>	<ul style="list-style-type: none"> <li>All rural zones</li> </ul>
<b>Buildings and works in zones</b> <b>5</b>	<ul style="list-style-type: none"> <li>Construct or extend a front fence within 3 metres of a street</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>All residential zones (except the Low Density Residential Zone)</li> </ul>

<p><b>Buildings and works in zones</b> <b>6</b></p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Construct a building or construct or carry out works in some non-rural zones</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• The estimated cost does not exceed: <ul style="list-style-type: none"> <li>○ \$50,000 in a Mixed Use Zone</li> <li>○ \$1,000,000 in an industrial zone</li> <li>○ \$500,000 in other applicable zones</li> </ul> </li> <li>• The land is not within 30 metres of land (not a road) which is in a residential zone. (This does not apply in a Capital City Zone or Docklands Zone.)</li> <li>• Is not for a purpose listed in the table to Clause 52.10 in the planning scheme.</li> <li>• Is not associated with a dwelling in a Mixed Use Zone.</li> <li>• Is not for a Brothel or Adult sex bookshop. (This does not apply in a special purpose zone.)</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Mixed Use Zone</li> <li>• All industrial zones</li> <li>• All commercial zones</li> <li>• Special Use Zone</li> <li>• Comprehensive Development Zone</li> <li>• Capital City Zone</li> <li>• Docklands Zone</li> <li>• Priority Development Zone</li> <li>• Activity Centre Zone</li> </ul>
<p><b>Buildings and works in zones</b> <b>7</b></p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Construct a building or construct or carry out works up to \$250,000 in some rural zones</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• The land is not within 30 metres of land (not a road) which is in a residential zone.</li> <li>• The land is not used for Animal keeping, Intensive animal husbandry or Rural industry.</li> <li>• The works are not earthworks specified in the schedule to the zone.</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Rural Living Zone</li> <li>• Green Wedge Zone</li> <li>• Green Wedge A Zone</li> <li>• Rural Conservation Zone</li> </ul>
<p><b>Buildings and works in zones</b> <b>8</b></p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Construct a building or construct or carry out works up to \$500,000 under some rural zones</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• If the land is used for a Section 2 use in the Table of uses of the zone, the land must not be within 30 metres of land (not a road) which is in a residential zone.</li> <li>• If the land is used for a Section 2 uses in the Table of uses of the zone, the land must not be used for Animal keeping, Intensive animal husbandry or Rural industry.</li> <li>• The works are not earthworks specified in the schedule to the zone.</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Farming Zone</li> <li>• Rural Activity Zone</li> </ul>



<p><b>Buildings and works in overlays</b> 9</p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Construct a building or construct or carry out works for a carport, garage, pergola, verandah, deck, shed or similar structure.</li> <li>• Construct a building or construct or carry out works for a rainwater tank.</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• The buildings and works must be associated with a dwelling.</li> <li>• For applications under the Salinity Management Overlay, the consent of the referral authority.</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Environmental Significance Overlay</li> <li>• Significant Landscape Overlay</li> <li>• Erosion Management Overlay</li> <li>• Salinity Management Overlay</li> </ul>
<p><b>Buildings and works in overlays</b> 10</p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Construct a fence in an overlay</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Environmental Significance Overlay</li> <li>• Significant Landscape Overlay</li> <li>• Design and Development Overlay</li> <li>• Erosion Management Overlay</li> </ul>
<p><b>Buildings and works in overlays</b> 11</p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Remove, destroy or lop one tree</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Environmental Significance Overlay</li> <li>• Vegetation Protection Overlay</li> <li>• Significant Landscape Overlay</li> <li>• Neighbourhood Character Overlay</li> </ul>
<p><b>Buildings and works in a Heritage Overlay</b> 12</p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Demolish or remove an outbuilding (including a carport, garage, pergola, verandah, deck, shed or similar structure)</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• The outbuilding to be demolished or removed is not identified in the schedule to the overlay</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Heritage Overlay</li> </ul>
<p><b>Buildings and works in a Heritage Overlay</b> 12</p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Demolish or remove a fence</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• The fence to be demolished or removed is not identified in the schedule to the overlay</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Heritage Overlay</li> </ul>
<p><b>Buildings and works in a Heritage Overlay</b> 12</p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Externally alter a non-contributory building</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• The building is a non-contributory building</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Heritage Overlay</li> </ul>

<p><b>Buildings and works in a Heritage Overlay</b> 12</p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• External painting</li> <li>• Construct a fence</li> <li>• Construct a carport, garage, pergola, verandah, deck, shed or similar structure</li> <li>• Construct and install domestic services normal to a dwelling</li> <li>• Construct and install a non-domestic disabled access ramp</li> <li>• Construct a vehicle cross-over</li> <li>• Construct a domestic swimming pool or spa and associated mechanical equipment and safety fencing</li> <li>• Construct a rainwater tank</li> <li>• Construct or display a sign</li> <li>• Lop a tree</li> <li>• Construct or install a solar energy facility attached to a dwelling</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Heritage Overlay</li> </ul>
<p><b>Buildings and works in a Design and Development Overlay</b> 13</p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Construct a building or construct or carry out works for a carport, garage, pergola, verandah, deck, shed or similar structure.</li> <li>• Construct a building or construct or carry out works for an outdoor swimming pool.</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• The buildings and works must be associated with a dwelling.</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Design and Development Overlay</li> </ul>
<p><b>Buildings and works in a Design and Development Overlay</b> 13</p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Construct a building or construct or carry out works up to \$500,000.</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• Must be in an commercial zone or a Special Use, Comprehensive Development, Capital City, Docklands, Priority Development or Activity Centre Zone.</li> </ul>	<p><b>Where this applies</b></p> <p><b>Design and Development Overlay</b></p>

<p><b>Buildings and works in a Design and Development Overlay</b> 13</p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Construct a building or construct or carry out works up to \$1,000,000.</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• Must be in an industrial zone.</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Design and Development Overlay</li> </ul>
<p><b>Buildings and works in a Neighbourhood Character Overlay</b> 14</p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Construct a building or construct or carry out works for: <ul style="list-style-type: none"> <li>○ a carport, garage, pergola, verandah, deck, shed or similar structure.</li> <li>○ an outdoor domestic swimming pool or spa and associated mechanical equipment and safety fencing.</li> <li>○ a rainwater tank.</li> </ul> </li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• The buildings and works must be associated with a dwelling.</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Neighbourhood Character Overlay</li> </ul>
<p><b>Buildings and works in a Neighbourhood Character Overlay</b> 14</p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Construct, demolish or remove a fence.</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Neighbourhood Character Overlay</li> </ul>
<p><b>Buildings and works in a Neighbourhood Character Overlay</b> 14</p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Demolish or remove an outbuilding (including a carport, garage, pergola, verandah, deck, shed or similar structure).</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Neighbourhood Character Overlay</li> </ul>
<p><b>Buildings and works in a Special Building Overlay</b> 15</p>	<p><b>Type of application</b></p> <ul style="list-style-type: none"> <li>• Construct a building or construct or carry out works</li> </ul>	<p><b>Criteria (all must be met)</b></p> <ul style="list-style-type: none"> <li>• Consent of referral authority</li> </ul>	<p><b>Where this applies</b></p> <ul style="list-style-type: none"> <li>• Special Building Overlay</li> </ul>

<b>Advertising signs</b> 16	<b>Type of application</b> <ul style="list-style-type: none"> <li>• Display a sign</li> </ul>	<b>Criteria (all must be met)</b> <ul style="list-style-type: none"> <li>• The sign is not within 30 metres of land (not a road) which is in a residential zone</li> <li>• The sign is not a pole sign, sky sign, reflective sign, internally illuminated, floodlit, electronic or animated, and</li> <li>• The total display size of the sign does not exceed 10 square metres.</li> </ul>	<b>Where this applies</b> <ul style="list-style-type: none"> <li>• All industrial zones</li> <li>• All commercial zones</li> <li>• Special Use Zone</li> <li>• Comprehensive Development Zone</li> <li>• Capital City Zone</li> <li>• Docklands Zone</li> <li>• Priority Development Zone</li> <li>• Activity Centre Zone</li> </ul>
<b>Car parking reduction</b> 17	<b>Type of application</b> <ul style="list-style-type: none"> <li>• Reduce the required number of car parking spaces</li> </ul>	<b>Criteria (all must be met)</b> <ul style="list-style-type: none"> <li>• By no more than 10 car spaces</li> </ul>	<b>Where this applies</b> <ul style="list-style-type: none"> <li>• All zones</li> <li>• Parking Overlay</li> </ul>
<b>Loading and unloading of vehicles</b> 18	<b>Type of application</b> <ul style="list-style-type: none"> <li>• Reduce or waive the loading and unloading requirements</li> </ul>	<b>Criteria (all must be met)</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	<b>Where this applies</b> <ul style="list-style-type: none"> <li>• All zones</li> </ul>

## More information

- How to Apply for a VicSmart Planning Permit under the Special Building Overlay (information sheet)
- VicSmart checklists
- VicSmart application forms
- VCAT Review Process for VicSmart (guide)
- VCAT website
- VicSmart website
- VCAT website.
- Contact your local council planning office or visit the VicSmart website [www.planning.vic.gov.au/vicsmart](http://www.planning.vic.gov.au/vicsmart) for more information.

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Published by Department of Environment, Land, Water and Planning, 1 Spring Street Melbourne Victoria 3000 Australia. Telephone (03) 9208 3333



# VicSmart Planning Applications

Published September 2014; updated March 2017

ISBN 978-1-922250-20-9

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