

Planning Enquiries Phone: (03) 5772 0333 Web: www.murrindindi.vic.gov.au	Office Use Only	
	VicSmart:	No
	Specify class of VicSmart application:	-
	Application No:	Date Lodged: 18/11/2025

Application for Planning Permit

If you need help to complete this form, read [How to complete the Application for Planning Permit form](#).

 Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any concerns, please contact Council's planning department.

 Questions marked with an asterisk (*) are mandatory and must be completed.

 If the space provided on the form is insufficient, attach a separate sheet.

Application type

Is this a VicSmart Application?*

No

If yes, please specify which VicSmart class or classes:



If the application falls into one of the classes listed under Clause 92 or the schedule to Clause 94, it is a VicSmart application

Pre-application meeting

Has there been a pre-application meeting with a Council planning officer?

If 'yes', with whom?: **Cameron Fraser**

Date: **21/10/2025**

day / month / year

The Land

Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address*

Unit No:	St. No: 30	St. Name: MALARAWAY ROAD
Suburb/Locality: GLENBURN		Postcode: 3717

Formal Land Description*

Complete either A or B



This information can be found on the certificate of title.

A	Lot No: 3	☐ Lodged Plan	☐ Title Plan	☐ Plan of Subdivision	No: PS402370
OR					
B	Crown Allotment No:		Section No:		
Parish/Township Name:					

If this application relates to more than one address, please attach details.

The Proposal



You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

- ① For what use, development or other matter do you require a permit?*

Two lot subdivision



Provide additional information on the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

- ① Estimated cost of development for which the permit is required*

Cost \$300,000.00



You may be required to verify this estimate
Insert '0' if no development is proposed

Insert '0' if no development is proposed (eg. change of use, subdivision, removal of covenant, liquor licence)

Existing Conditions ①

Describe how the land is used and developed now*

Eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

50 acres (20 hectares) of land in a Farming Zone, divided by a council owned road into two parcels of 10 acres (4 H) and 40 acres (16 H). The 10 acre parcel has a permanent dwelling, I want to excise the 10 acre parcel from the 40 acres or subdivide off and sell the 40 acre parcel.



Provide a plan of the existing conditions. Photos are also helpful.

Title Information ①

Encumbrances on title*

If you need help about the title, read: [How to complete the Application for Planning Permit form](#)

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

- ☐ Yes. (if 'yes' contact Council for advice on how to proceed before continuing with this application.)
☐ No
☐ Not applicable (no such encumbrance applies).



Provide a full, current copy of the title for each individual parcel of land forming the subject site.
(The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments' eg restrictive covenants.)

Applicant and Owner Details ①

Provide details of the applicant and the owner of the land.

Applicant *

The person who wants the permit

Name:		
Title:	First Name: Ruth	Surname: Parfett
Organisation (if applicable):		
Postal Address		If it is a PO Box, enter the details here:
Unit No:	St. No: 30	St. Name: Malaraway Road
Suburb/Locality: Glenburn		State: VIC
		Postcode: 3717

Owner *

The person or organisation who owns the land

Name:		
Title:	First Name: Ruth	Surname: Parfett

Where the owner is different from the applicant, provide the details of that person or organisation.

Organisation (if applicable):		
Postal Address		
Unit No.:	St. No.: 30	If it is a PO Box, enter the details here: St. Name: Malaraway Road
Suburb/Locality: Glenburn		State: VIC
		Postcode: 3717
Owner's Signature (optional):		Date:
		day / month / year

Information Requirements

Is the required information provided?

Contact Council's planning department to discuss the specific requirements for this application and obtain a planning permit checklist.

- ☐ Yes
- ☐ No

Declaration ⓘ

This form must be signed by the applicant*

⚠ Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit

I declare that I am the applicant; and that all the information in this application is true and correct and the owner (if not myself) has been notified of the permit application.

Signature:
Electronically Signed.

Date: 18 November 2025

day / month / year

This application has been lodged online. The declaration has been electronically signed.

Checklist ⓘ

Have you:

☐	Filled in the form completely?	
☐	Paid or included the application fee?	⚠ Most applications require a fee to be paid. Contact Council to determine the appropriate fee.
	Provided all necessary supporting information and document?	
☐	A full and current copy of the information for each individual parcel of land forming the subject site.	
☐	A plan of existing conditions.	
☐	Plans showing the layout and details of the proposal.	
☐	Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.	
☐	If required, a description of the likely effect of the proposal (eg traffic, noise, environmental impacts).	

Lodgement ⓘ

Lodge the completed and signed form and all documents with:

Murrindindi Shire Council
28 Perkins Street Alexandra VIC 3714
Telephone: (03) 5772 0333

Contact information:

Telephone: (03) 5772 0333
Email: customer@murrindindi.vic.gov.au