

GENERAL APPLICATION TO THE PLANNING LIST

VCAT reference number (Office use only): P

NEED HELP WITH YOUR APPLICATION?

If you have any questions about completing this form, contact our Customer Service team:

- email admin@vcat.vic.gov.au
- call 1300 01 8228 (1300 01 VCAT) between 9 am and 4.30 pm Monday to Friday
- go to the Victorian Civil and Administrative Tribunal, Ground Floor, 55 King Street, Melbourne VIC 3000. We are open Monday to Friday from 8.30 am to 4.30 pm.

WHAT DO YOU WANT VCAT TO DO?

1. What do you want VCAT to do?

- Review of a defect in procedure regarding a planning scheme amendment (section 39(1) of the *Planning and Environment Act 1987*)
- Review notice of application requirements (section 78(a) of the *Planning and Environment Act 1987*)
- Review requirement for more information about an application (section 78(b) of the *Planning and Environment Act 1987*)
- Review requirement to extend the time within which information must be given by the applicant under section 54 (section 81(2) of the *Planning and Environment Act 1987*)
- Review a responsible authority's refusal or failure to decide on a certificate of compliance (section 97P of the *Planning and Environment Act 1987*)
- Review a decision to refuse or fail to decide on a matter if the planning scheme, permit or section 173 agreement specifies that it must be to the satisfaction of, or with the consent or approval of, a specified body (section 149 (1) of the *Planning and Environment Act 1987*)
- Make a declaration under section 149A of the *Planning and Environment Act 1987*
- Make a declaration under section 149B of the *Planning and Environment Act 1987*
- Review a decision under the *Heritage Act 2017* in respect of permits or an order to carry out works under sections 156 and 164 of the Act
- Review a decision to impose a special rate or special charge (section 185 of the *Local Government Act 1989*)
- Other, specify section and Act below (eg. *Local Government Act 1989* or *Subdivision Act 1988*)

WHO IS MAKING THIS APPLICATION?

2. Full name of the individual, body corporate, company or authority making this application:

3. Do you wish to be identified as a person of Aboriginal and/or Torres Strait Islander descent?

Yes

No

4. What is your address?

This will be the address VCAT uses to correspond with you. It must be an address in Victoria. If you have a representative, we will send all our notices to your representative's address instead.

Street address

Suburb/Town

State

Postcode

Phone number

Email

IS SOMEONE REPRESENTING YOU?

If you nominate a representative, we will send all our correspondences to your representative's address instead of your address. It must be an address in Victoria.

5. Is someone representing you?

Yes

No – skip to Question 7

6. Details of your representative:

Organisation name (if applicable)

Full name of representative

Street address

Suburb

State

Postcode

Phone number

Email

ABOUT THE APPLICATION

7. Are you asking VCAT to review a decision, or failure to make a decision, by a responsible authority or relevant authority?

Yes – skip to Question 9

No

8. Are you asking VCAT to review a defect in procedure relating to a planning scheme amendment?

Yes

No – skip to Question 11

9. Name of responsible authority or relevant authority:

10. When did the responsible authority or relevant authority refuse the application, or make its decision (if relevant):

Date (DD/MM/YYYY):

11. Address of the land the application relates to (if relevant):

12. Planning permit number (if relevant):

13. What are you asking VCAT to do?

If you need more space, attach a separate document.

14. What are your reasons for making this application?

If you need more space, attach a separate document.

15. Give the name and address of other persons who may have an interest in the outcome of this application:

If you need more space, attach a separate document.

HEARING ARRANGEMENTS

Your application will be listed for a practice day hearing and a hearing.

16. Tell us if there is anything else you want us to consider when we arrange a hearing.

For example, provide details of any related current VCAT cases or ask for the hearing to take place at a specific VCAT venue.

PRESENTING YOUR CASE

17. How much time will you need to present your entire case at a final hearing?

Estimate the time you need to present, including time needed by any expert witnesses you will call.

hours

minutes

18. How many expert witnesses will you call?

19. List the areas of expertise for your expert witnesses:

HEARING ASSISTANCE

We offer a range of support services for people with disability, language difficulties and to help with accessibility. Let us know of your needs so we can make arrangements for the hearing.

20. Does anyone mentioned in this application need special assistance at the hearing?

Help accessing the venue (e.g. wheelchair access)

Interpreter required

Language:

Assisted communication (e.g. assistive listening device or hearing loop)

Attend the hearing by phone or video link

Other

Provide more detail about who needs the forms of assistance you have indicated and why.

ATTACH THESE DOCUMENTS TO YOUR APPLICATION

You must attach the following:

- Copy of the decision from the responsible authority or relevant authority (if applicable)
- Copy of section 173 agreement, and proposed amendments (if applicable)
- Copy of development plan (if applicable)
- Copy of the VicPlan Planning Property Report that details the planning controls that apply to the land (such as zoning and overlays) and whether the land is in an area of Aboriginal Cultural Heritage Sensitivity or is identified as being bushfire prone (if applicable)
- Copy of other relevant correspondence, documents and reports as relevant to your application

ACKNOWLEDGEMENT

By completing this application, I understand and acknowledge that:

- To the best of my knowledge, all information provided in this application is true and correct.
- It is an offence under section 136 of the *Victorian Civil and Administrative Tribunal Act 1998* to knowingly give false or misleading information to VCAT.

Full name of person completing this form:

Date of acknowledgement (DD/MM/YYYY):

ABOUT VCAT FEES

VCAT fees are charged according to three levels:

- **corporate fees** for businesses and companies with a turnover of more than \$200,000 in the previous financial year, corporate entities and government agencies
- **standard fees** for individuals, not-for-profit organisations, and small businesses and companies with a turnover of less than \$200,000 in the previous financial year. Companies must provide a statutory declaration to support this claim
- **concession fees** for people who hold the Australian Government Health Care Card. You must provide a copy of your card with your application. We do not accept Pensioner Concession Cards or Department of Veteran Affairs health cards.



To find out if you need to pay an application fee and how much it costs, go to www.vcat.vic.gov.au/fees.

FEE RELIEF

We can reduce or not charge (waive) a VCAT fee in certain circumstances.

Some people are automatically entitled to a full fee waiver. You can also apply for fee relief if paying the fee would cause you financial hardship.

For more information about fee relief, go to www.vcat.vic.gov.au/feerelief.

Are you applying for fee relief?

- No, go to **Fee payment** section
- Yes, complete **Fee relief form** and attach it to this application form

FEE PAYMENT

Complete this section unless you are applying for fee relief, no fee is payable or you wish to pay using another method. For other payment options, see www.vcat.vic.gov.au/howtopay.

Choose the fee level: Standard Corporate Concession

Fee amount charged \$

Card details

Cards accepted: VISA MasterCard

Cardholder name:

Card number:

Card expiry (mm/yy): /

REMOVE THIS PAGE WHEN SENDING A COPY OF THIS APPLICATION TO OTHER PEOPLE

SUBMITTING THIS APPLICATION

If you have supplied your credit card details, send your completed form to us by post or give it to us in person.

If you have not provided your credit card details on this form, you can submit your application to us by email, post or in person.

To protect yourself, do not send credit card details over email.

By email

Email admin@vcat.vic.gov.au

By post

Send to:

The Registrar
Planning and Environment Division
Victorian Civil and Administrative Tribunal
GPO Box 5408 Melbourne VIC 3001

In person

Go to:

Victorian Civil and Administrative Tribunal
Ground Floor, 55 King Street, Melbourne VIC 3000
Office hours: 8.30am to 4.30pm Monday to Friday (except public holidays)

WHAT HAPPENS NEXT

After we receive your application and open a VCAT case, we will send you and all other parties an order setting out what happens next, including dates to come to VCAT. The order will tell you the venue, time and date you must go to VCAT.

The order will also have your VCAT reference number. The number starts with 'P' and ends with the year the application was lodged (eg. P1/2020). Quote the reference number in all correspondence and documents about your case.

Contact us if you do not hear from us within two weeks of submitting your application.

PRIVACY INFORMATION

For a copy of VCAT's privacy statement, go to www.vcat.vic.gov.au/privacy.