

Planning permit process

STEPS:	PRE-APPLICATION <i>(Highly Recommended)</i>	LODGEMENT	INITIAL ASSESSMENT RFI, referrals, advertising	REQUEST FOR FURTHER INFORMATION AND RESPONSE	REFERRALS and ADVERTISING <i>(if required)</i>	ASSESSMENT	DECISION if goes to Council then longer	APPEAL DECISION <i>(optional)</i>	ISSUE DECISION
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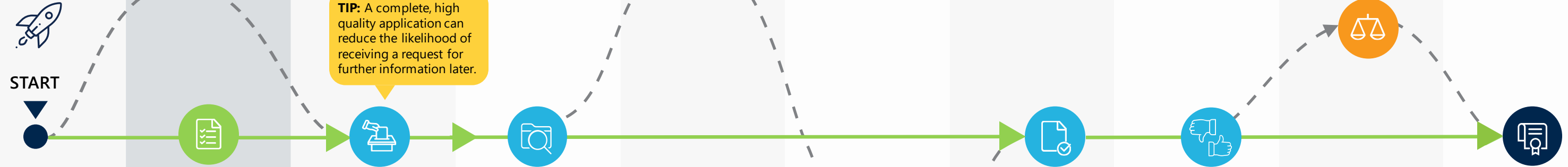
			🕒 1-30 days		🕒 14 to 28 days	🕒 60 days	🕒 60 days	🕒 6 months or more	
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DID YOU KNOW? If you meet the criteria you can fast track your application. Refer to the [VicSmart](#) fast-track process guidance on the Strathbogie Shire Council website.

TIP: A complete, high quality application can reduce the likelihood of receiving a request for further information later.

TIP: Strong early engagement with Council facilitates smooth progress of your application..

TIP: Engaging Strathbogie Shire Council's pre-application services will help reduce the RFI response timeframes, or avoid this part of the process altogether.*



Pre-application	Lodgement	Initial assessment	Request for further information (RFI)	Referrals	Assessment	Decision	Appeal decision (optional)	Issue decision
<p>Engage with the Planning Team to see if you require a planning permit next steps.</p> <p>Contact the Planning Team on 03 5795 0000 or submit a request on our website.</p> <p>The Planning Team encourage the use of consultants for complex applications.</p> <p>Consider if you need to talk to your neighbours about your proposal.</p>	<p>Ensure you have the required application information (forms, fees, plans, cover letter and any required reports).</p> <p>Visit our website for more information on lodging your application.</p>	<p>If all the information is available to the Assessing Officer then the proposal can progress to referrals and/or advertising immediately.</p>	<p>Once the Assessing Officer has undertaken the Initial Assessment it can be determined if more information is required to progress the application. Sometimes a referral authority requires further information.</p> <p>The information should be provided by the date advised otherwise the application can lapse and a new application will be required.</p> <p>The sooner a response is received the quicker the application can be progressed.</p>	<p>Your application may be referred to relevant authorities, as required.</p> <p>Advertisement Council may undertake advertising and / or the applicant may become involved – the applicant will be advised.</p>	<p>Once all required information is available a comprehensive assessment can be undertaken.</p>	<p>The Responsible Authority makes a decision usually by 60 days - this may be under Delegation by the Assessing Officer or by Council.</p> <p>If it has to go to Council then the time frames extend out to 90 or more days.</p> <p>The applicant will be advised.</p>	<p>If the applicant or an objector lodges an appeal with VCAT (Victorian Civil and Administrative Tribunal), the Tribunal can review Council's permit decision.</p>	

LEGEND ● Mandatory step ● Only if applicable step — Best case pathway - - Alternate pathway