



What is a Planning Permit?

If you are considering doing any building works, want to change the way your property is used, remove a tree or put up an advertising sign, then it is likely that you will need planning approval from Nillumbik Shire Council.

How do I know if I need a planning permit?

Planning permits give you permission to develop or use land in a particular way.

You may need a planning permit if you want to make changes to your property, start a business or do certain types of activities. It also depends on the planning controls that affect your land.

Planning controls include zones, overlays and other policies such as neighbourhood character guidelines.

These controls explain what the land can be used for, and set out rules for things such as building heights, protection of significant vegetation, heritage and more.

To find out what planning controls apply to your property:

- visit the Victorian Government's Planning website to [get a planning report for your property](#)
- view the [neighbourhood character design guidelines](#)

There may also be legal restrictions on your property Title that you need to be aware of, such as a covenant or agreement.

To get a copy of your Certificate of Title, apply online via [Landata](#).

Once you have checked your proposal against the planning controls, if you are still unsure whether you need a planning permit, you should submit a '[Planning Information Request](#)'.

Council will then respond to you in writing to confirm whether or not you need planning permission for your proposal.

How do I submit a planning permit application?

Planning permit applications are submitted online via Council's website.

If you are unsure or unfamiliar with the planning process, Council strongly recommends that you go through a pre-application meeting process first.

If your proposal relates to a business (new or existing), please use Council's '[Better Business Approvals](#)' process.

What does a planning permit application cost?

Planning application fees vary and are set by the Victorian State Government. To view a schedule of current planning application fees, please [visit Council's website](#).

How long does it take to assess a planning permit application?

Generally, the short answer is quite a long time, and longer than what many people assume as the planning process is complex and involves statutory requirements.

It involves many different people and steps to properly assess a planning permit application.

To make decisions about planning permit applications, Council's planners assess how well a proposal meets the relevant policies and objectives of the [Nillumbik Planning Scheme](#).

How can I best prepare an application?

To put your planning permit application in the best position to be assessed as efficiently as possible, Council strongly recommends going through the [pre-application meeting](#) process.

To find out more about what decisions Council can make on an application, [please read this information](#).

What if I don't have a planning permit?

If required, it is vital you obtain planning permission **before** you start. There are high financial penalties for non-compliance with the [Nillumbik Planning Scheme](#) which includes operating a business without a relevant planning permit, if required. In most cases of non-compliance, you will still be required to go through the planning application assessment process as well.

To speak to a member of our Planning Services team phone: **9433 3343** or email: nillumbik@nillumbik.vic.gov.au

Visit nillumbik.vic.gov.au