City of Melville

Planning Approval Application

PROPERTY DETAILS

Lot No _____ House No _____ Street _____

_____ Suburb _____ Postcode _____

Titles Office description of land _____ Lot No _____ Location No _____

Plan or Diagram No. _____ Certificate of Title Vol _____ Folio _____

OWNERS DETAILS

Owner 1 Name _____ Phone No _____

Postal Address _____ Postcode _____

Email Address _____ Fax No _____

Owner 2 Name _____ Phone No _____

Postal Address _____ Postcode _____

Email Address _____ Fax No _____

APPLICANT DETAILS

Applicant's Name _____ Phone No _____

Postal Address _____ Postcode _____

Email Address _____ Fax No _____

For efficient response times, where further information may be required, please provide an email address

TYPE OF PLANNING APPROVAL

☐ Residential ☐ Patio, Carport, Shed ☐ Non Residential

TYPE OF PLANNING DEVELOPMENT OR LAND USE

☐ New Building	☐ Telecommunications	☐ Retrospective Planning Approval	☐ Subdivision clearance
☐ Additions & Alterations	☐ Signs	☐ Amendment to Planning Approval (Major)	☐ Scheme Amendment (Minor)
☐ Change of Use	☐ New Dwelling	☐ Amendment to Planning Approval (Minor)	Scheme Amendment (Major)
☐ Consulting Rooms & Medical Centres	☐ Front Fence	☐ Renew Expired Planning Approval	☐ Other_____ _____
☐ Public Works	☐ Retaining Walls	☐ Subdivision	
☐ Satellite Dish	☐ Patio / Pergola / Outbuilding	☐ Amalgamation	

Description of Development _____

(If development is a sign, please specify what type of sign i.e. wall mounted, pylon etc)

DETAILS OF PROPOSED DEVELOPMENT OR LAND USE

Area of Building _____ m^2 Value of Building Works or Contract Value (Ex GST) $ _____

Area of New Works _____ m^2 No of Storeys _____ No of Dwelling Units _____

OWNER(S) SIGNATURE

By signing this form I am agreeing to the City of Melville Terms and Conditions located on the reverse of this form.

Owner 1 _____ Date _____

Owner 2 _____ Date _____

City of Melville Terms and Conditions

In submitting an application to City of Melville I accept the following terms and conditions:

I declare that the information and plans submitted are correct and can be relied upon for planning assessment purposes.
I understand that once an application fee invoice is issued, I have the period between invoice issue and my complete payment to decide if I wish to withdraw my application. Once my complete payment is made I will no longer be entitled to a refund of any portion of the complete application fees.
I acknowledge that the email address that I have provided in lodging this application is the email address to which I will accept any notification or communication from the City of Melville. Any changes so notified to the City of Melville will be via an email and contain all reference numbers used by the City of Melville and by me in relation to this application.
I declare I will accept time deadlines for information requested by City of Melville and understand that if I do not adhere to timeframes specified in communications that my applications may be determined with the available information.
I declare that by accepting these terms and conditions and submitting my application I have also read the City of Melville website terms and conditions, http://www.melvillecity.com.au/site-information/terms-and-conditions-of-use-of-city-of-melville-online-services/ and I agree to be bound hereby.
If the application is being submitted by the owner, then as the representing owner I hereby declare that I am the owner as indicated on the application form.