



Office Use Only	
Date Received	
Application Fee	\$75
Receipt Number (Receipt to AP/POTH Pre Payment)	
Responsible Officer	

**Proposed Use or Development of Land
Is a Planning Permit Required Pursuant to the Ballarat Planning Scheme?**

Applicant Details

Applicant(s) Name: _____
Correspondence Address: _____
_____ Post Code: _____
Telephone: (BH) _____ (AH) _____
Mobile: _____ (Fax) _____
E-Mail: _____
Response by: Email Post Fax (please circle)

The Land

Property No.: _____ *(as per rates notice if applicable)*
Lot Number _____ Plan of Subdivision No.: _____
Street Number: _____ Street: _____
Locality/Township: _____

Please attach a copy of all proposed plans depicting the proposed use/ development. All plans must be clearly titled to include property address, proposal and date. Please note plans will not be returned.

Please note- One copy of all plans must be provided at no larger than A3 size. This request cannot be processed until A3 plans are provided.

Please specify which of the following documents have been submitted:

- Copy of title (including covenants, Section 173 Agreements etc.)
- Site plan showing all existing structures and proposed development/extent of proposed use
- Floor plans of proposed development
- Details of the proposed use e.g. Hours of operation, maximum number of patrons
- Elevation plans of proposed development
- \$75 fee
- Other – Please specify _____

Please describe existing use (How the land is currently used e.g. Vacant, single dwelling, shop, restaurant etc.):

Proposed use of the land (How is the land going to be used e.g. gym, medical centre etc.) **or proposed development** (e.g. shed, extension to dwelling etc.):

Signature: _____

Date: _____

Please Note:

All hard copies of documentation submitted with this form will be retained for Council's file.

Requests are processed and a response issued within ten (10) working days of receipt.

Statutory Planning
General Enquires: (03) 5320 5640
Email: ballcity@ballarat.vic.gov.au
Website: www.cityofballarat.vic.gov.au