

PLANNING PERMIT

Permit No

DP/2022/1

Planning Scheme

Ballarat (Gazetted 26/11/98)

Responsible Authority

Ballarat City Council

ADDRESS OF THE LAND:

Lot A PS816497, Lot S2 PS816497 - Proposed subdivision see PS816497-1

Lot A Learmonth Road, MITCHELL PARK VIC 3355

THE PERMIT ALLOWS:

Multi lot subdivision of Stage 2 land, including the construction of internal, upgrade of external roads, creation of easements and installation of drainage and utility services

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT

1. Amended Plans Required

Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will form part of the permit. The plans must be drawn to scale with dimensions and emailed to planninginfo@ballarat.vic.gov.au with the planning reference number. The plans must be generally in accordance with the plans drawn by TT Design and dated 24/06/2022 but modified to show:

- (a) The inclusion of one pedestrian gate, per lot, in the 1.8 metre high chain mesh fence on the eastern boundary of Lot 1-4 (1 gate per lot, with a total of 4 gates in the fence);
- (b) The species of street tree along the extension of Nettles Road revised to include *Acacia melanoxylon* and *Banksia Integrifolia*;
- (c) The species of street tree along Road 1 revised to include *Eucalyptus triacarpa* and *Eucalyptus rubida*.

Unless otherwise approved in writing by the Responsible Authority, all buildings and works are to be constructed and or undertaken in accordance with the endorsed plans to the satisfaction of the Responsible Authority prior to the commencement of the use.

2. Formal Plan of Subdivision

The formal plan of subdivision lodged for certification must be generally in accordance with the approved plan and must not be modified except to comply with statutory requirements or with the further written consent of the Responsible Authority.

3. Landscape Plan

Prior to the commencement of any works, a landscape plan must be prepared for the entire site (Stage 2 of the Ballarat West Employment Zone) and be approved by the Responsible Authority. When approved, the plan will form part of the permit.

The landscape plan for the stage must include relevant details for:

- (a) An accurate survey of the entire subdivision showing all existing vegetation,

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topography title boundaries, built structures, landscape features to be retained, protected or removed and the surrounding roads etc.

- (b) A detailed vegetation assessment survey showing all existing vegetation to be retained, protected and/or removed with accompanying report that is consistent with the requirements of the *“Native Vegetation Management Framework, Department of Sustainability and Environment, 2002.*
- (c) Locations, sizes and title designation of all public reserves (eg drainage, recreational, linear etc).
- (d) All proposed drainage infrastructure within public reserves including; earthworks, retention basins, underground pipes, stormwater outlets and water sensitive urban design treatments
- (e) Proposed major features and concepts for reserves (eg playgrounds, water features, retention basins, , native vegetation offset plantings, footpaths, etc).
- (f) Street tree planting and landscaping in road reserves including nature strips, roundabouts and centre medians;
- (g) Proposed planting ‘styles’ and locations for all plantings in public reserves and streets. footpath locations and pathway linkages through the subdivision and public reserves.

All landscaping works must be carried out in accordance with the approved landscape plan and Council’s Landscape Design Manual (August 2012).

4. Street Tree Provision

Prior to the issue of Statement of Compliance the permit holder must pay Council \$750 per street tree for their provision and twenty four (24) month maintenance period.

5. Completion and Maintenance of Landscaping Works

Prior to the issue of Statement of Compliance all landscape works (except for the provision of street trees) forming part of the approved Landscape Plans must be completed to the satisfaction of the Responsible Authority. The landscaping shown on the approved landscape plan must be maintained to the satisfaction of the Responsible Authority for 18 months from the practical completion of the landscaping. During this period, any dead, diseased or damaged plants or landscaped areas are to be repaired or replaced during the period of maintenance and must not be deferred until the completion of the maintenance period.

6. Easements

All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.

7. Engineering Plans and Construction

Signature for the Responsible Authority:



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Prior to the commencement of works, engineering plans and specifications must be submitted to and approved by the Responsible Authority. The engineering plans must accord with the Infrastructure Design Manual and Council's Standard Cross-sections. All engineering works must be constructed in accordance with the approved plans and completed to a standard satisfactory to the Responsible Authority prior to the issue of Statement of Compliance.

At the completion of the works one set of 'as constructed' civil plans shall be submitted to the Responsible Authority.

The engineering plans must also detail:

- Construction of all roads internal to the subject site and any upgrades required to existing roads.
- Construction of underground drainage, surface drainage, detention basins, overland flow paths and alike.
- Construction intersection treatments and LATM devices.
- Construction of footpath/shared paths.
- Provision of nature strip, street signage, street lighting and all other ancillary works as deemed necessary by the Responsible Authority.

8. **Footpath Construction**

A footpath or shared path shall be constructed along the frontage of all lots unless agreed by the Responsible Authority.

Prior to works commencing on site, plans must be submitted to and approved by the Responsible Authority. The plans must accord with the Infrastructure Design Manual and Council's Standard Drawings. All works must be constructed in accordance with the approved plans and shall be completed to a standard satisfactory to the Responsible Authority prior to the issue of Statement of Compliance.

9. **Naturestrips**

Prior to the the issue of Statement of Compliance the nature strip fronting all lots shall be constructed in accordance with levels and specifications submitted to and approved by the Responsible Authority.

The works shall include:

- (a) The reshaping of the naturestrip.
- (b) Topdressing the area with a 75 millimetre rolled depth of good quality loamy topsoil free of any weed or seed.
- (c) Seeding the area with an appropriate seed mix.

All works shall be completed in accordance with Council's Landscape Design Manual to

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the satisfaction of the Responsible Authority prior to the use hereby approved commencing or the issue of Statement of Compliance (whichever occurs first).

10. **Drainage Plans and Construction**

Prior to works commencing on site, drainage and/or stormwater detention and/or stormwater treatment plans must be submitted to and approved by the Responsible Authority. The drainage and/or stormwater detention plans must accord with the Infrastructure Design Manual and/or Council's WSUD guidelines and/or Council's Site Stormwater Management Systems Policy. All drainage works must be constructed in accordance with the approved plans and completed to a standard satisfactory to the Responsible Authority prior to the issue of Statement of Compliance.

At the completion of the works 'as constructed' civil plans shall be submitted to the Responsible Authority by a suitably experienced and qualified engineer.

Any proposed discharge of stormwater requiring a direct and/or modifying and existing connection to a designated waterway (as defined by the Water Act 1989) will require approval by the relevant Catchment Management Authority.

11. **Drainage Easements**

All easements deemed necessary to protect existing or future drainage lines within the proposed development site and properties between the development site and the nominated point of discharge shall be created to the satisfaction of the Responsible Authority.

12. **Street Lighting**

Prior to works commencing on site, a street lighting plan prepared by a suitably qualified person must be submitted to the Responsible Authority for approval. Street light design must accord with the Infrastructure Design Manual, using energy efficient 18w LED globes in local streets, T5 fluorescent globes in street lighting managed by VicRoads and ensure compliance with AS1158 (or the AS at the time of installation). Fittings must comply with Council's street light service provider's standard fittings. Non-standard fittings will not be permitted.

Once approved all works detailed on the street lighting plan shall be installed to the satisfaction of the Responsible Authority prior to the issue of a Statement of Compliance.

13. **Street Naming and Numbering**

Prior to any works commencing on site, the permit holder must contact Council's Revenue Officer to arrange street numbering and naming requirements. All costs associated with the numbering of properties and naming of streets (including but not limited to supply and installation of street signs) must be borne by the permit holder. All works must be completed to the satisfaction of the Responsible Authority prior to the issue of Statement of Compliance.

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14. Sediment on Roadways

No material shall be deposited on any road external to the site by any means including construction vehicles or associated plant entering or leaving the land subject to this permit. Any material deposited on the road shall be removed by mechanical or manual means to the satisfaction of the Responsible Authority.

Note 1: Depositing such material on Responsible Authority's Roads is an offence under the Environment Protection (Resource Efficiency) Act 1970 and penalties may apply.

Note 2: Any costs associated with a clean up of road surfaces borne by the Responsible Authority must be met by the permit holder.

15. Sediment Control Measures

Prior to the commencement of any works on site, a Sediment Control Plan detailing sediment control measures during construction must be submitted to the Responsible Authority for approval. Control measures should be consistent with the EPA publication 480 'Environment Guidelines for Major Construction Sites'. When approved the Sediment Control Plan shall form part of this permit. All sediment control measures shall be undertaken and remain in place until the completion of site works to the satisfaction of the Responsible Authority.

16. Filling of Lots

If lots within the development are to be filled, details of the filling must be shown on the road and drainage construction plans.

Details to be shown include:

- Existing natural features
- Existing improvements
- Natural and finished surface levels

Once approved the filling operation shall be undertaken in accordance with the plan in the following way:

- (a) Prior to the commencement of filling commencing on any particular area of the site, topsoil shall be stripped and stockpiled on the site. Topsoil is not to be removed from the site but stored to be used and spread over the site on the completion of the filling operation, with additional soil if needed, to a depth of 100 millimetres.
- (b) The land shall be shaped so as not to concentrate water onto adjoining land.
- (c) Only clean inert filling shall be deposited on the site.
- (d) No material shall be stored or dumped on any area not approved for filling or stockpiling.
- (e) No damage shall be caused to kerb and channel, road pavement, strip-strips, drainage infrastructure or any other Responsible Authority asset due to the filling

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operation. If any damage is caused, the damage shall be repaired immediately to the satisfaction of the Responsible Authority.

- (f) Deposited material shall be shaped in accordance with the approved detailed plan or as directed by the Responsible Authority.
- (g) Any land proposed to be further developed by the construction of buildings, roadways or drainage lines shall be compacted to 95% Modified (In accordance with Australian Standard 1289.5-2.1). Test results shall be submitted to the Responsible Authority.
- (h) Appropriate dust suppression measures shall be implemented to ensure that a nuisance is not caused to adjoining landowners or the general public to the satisfaction of the Responsible Authority.
- (i) If the filling is not completed in accordance with the approved plan, an as constructed plan, showing natural and finished surface levels, shall be submitted to the Responsible Authority.

All works required to comply with this condition shall be completed to the satisfaction of the Responsible Authority prior to the issue of Statement of Compliance.

17. Fees for Checking Engineering Plans

Prior to the issue of Statement of Compliance, a fee for checking engineering plans shall be paid to the Responsible Authority, pursuant to Section 43(2)(a)(iv) of the Subdivision Act 1988 and Clause 9 of the Subdivision (Fees) Interim Regulations 2012. The fee shall be in accordance with the Infrastructure Design Manual and must be approved in writing by the Responsible Authority prior to payment.

18. Supervision Fee

Prior to the issue of Statement of Compliance, a supervision fee shall be paid to the Responsible Authority pursuant to Section 17(2)(b) of the Subdivision Act 1988 and Clause 8 of the Subdivision (Fees) Interim Regulations 2012. The fee shall be in accordance with the Infrastructure Design Manual and must be approved in writing by the Responsible Authority prior to payment.

19. Guarantee of Works

Prior to the issue of Statement of Compliance, or unless otherwise agreed in writing by the Responsible Authority, the permit holder must provide a Guarantee of Work (bond) with the Responsible Authority in accordance with the Infrastructure Design Manual. The guarantee should be based on the same priced Bill of Quantities used to calculate the plan checking and supervision fees and must be approved in writing by the Responsible Authority prior to lodgement.

The guarantee shall be released at the termination of the Defects Liability Period, subject to the completion of all defect rectification works to the satisfaction of the Responsible

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Authority.

20. Cultural Heritage Management Conditions

The Cultural Heritage Management Conditions detailed on pages vii-xii in the approved Ballarat West Employment Zone Areas 1, 3A & 7 Cultural Heritage Management Plan Number: 14280 – Amended authored by TerraCulture Pty Ltd dated May 1, 2020, be adhered to for the use and development embodied in this planning permit.

21. Construction Management Plan

Prior to the commencement of works, a Construction Management Plan must be prepared to the satisfaction of the Responsible Authority and endorsed as part of this permit. The Plan must detail:

- (a) Hours of construction and site deliveries to accord with Local Laws;
- (b) Management of Airport Road and Nettles Road to ensure that they are kept free of parked or standing vehicles or any other obstruction, including building materials, equipment, etc. to maintain free vehicle passage to abutting benefitting properties at all times, unless with the written consent of the Responsible Authority
- (c) Methods to contain dust, dirt and mud within the site and the method and frequency of clean up procedures, including the management of on-site storage waste construction bins and vehicle washing
- (d) Management of parking of construction machinery and workers vehicles to prevent adverse impact on nearby properties
- (e) Management of staging of heavy vehicles, site deliveries and unloading and lifting points with expected frequency, and traffic management in the vicinity, ensure routes to and from the site minimise disruption to residential properties
- (f) Minimising disruption to pedestrian access along footpaths
- (g) measures to minimise noise and other amenity impacts from mechanical equipment, including idling trucks, and demolition/construction activities, especially outside of daytime hours and in proximity to the residential development
- (h) the provision of adequate environmental awareness training for all on-site contractors and sub-contractors
- (i) a liaison officer for contact by the public and the Responsible Authority in the event of relevant queries or problems experienced.

All works on the land must be undertaken in accordance with the endorsed Construction Management Plan to the satisfaction of the Responsible Authority.

22. Central Highlands Region Water Auth Ref: 22/7105

- (a) Any plan lodged for certification will be referred to the Central Highlands Region Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.

Signature for the Responsible Authority:



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- (b) Reticulated sewerage facilities must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.
 - (c) A reticulated water supply must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.
 - (d) A reticulated non-potable (fit for purpose) water supply must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works by the applicant.
 - (e) The owner will provide easements to the satisfaction of the Central Highlands Region Water Corporation, which will include easements for pipelines or ancillary purposes in favour of the Central Highlands Region Water Corporation, over all existing and proposed sewerage facilities within the proposal.
 - (f) The owner must demonstrate to the satisfaction of Central Highlands Region Water Corporation how the subdivision design incorporates the principles of water sensitive urban design (WSUD) and the requirements of the Ballarat City Integrated Water Management Plan/BWEZ IWMP. If required, amended plans must be produced to the satisfaction of Central Highlands Region Water Corporation to incorporate WSUD and IWM elements.
 - (g) If the land is developed in stages, the above conditions will apply to any subsequent stage of the subdivision

23. Powercor Australia Ltd Ref:308506226

1. This letter shall be supplied to the applicant in its entirety.
2. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of that Act.
3. The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards.

Notes: Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant.

4. The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR).

Notes: Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works.

5. The applicant shall, when required by the Distributor, set aside areas with the subdivision for the purposes of establishing a substation or substations.

Notes: Areas set aside for substations will be formalised to the Distributor's requirements under one of the following arrangements:

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- RESERVES established by the applicant in favour of the Distributor.
- SUBSTATION LEASE at nominal rental for a period of 30 years with rights to extend the lease for a further 30 years.

The Distributor will register such leases on title by way of a caveat prior to the registration of the plan of subdivision.

6. The applicant shall establish easements on the subdivision, for all existing Distributor electric lines where easements have not been otherwise provided on the land and for any new powerlines to service the lots or adjust the positioning existing easements.

Notes:

- Existing easements may need to be amended to meet the Distributor's requirements
- Easements required by the Distributor shall be specified on the subdivision and show the Purpose, Origin and the In Favour of party as follows:

Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited / In Favour Of
	Power Line		Section 88 - Electricity Industry Act 2000	Powercor Australia Ltd

24. DownerTenix (Gas) Ref: S22-5010

- (a) The plan of subdivision submitted for certification must be referred to AusNet Gas Services in accordance with Section 8 of the Subdivision Act 1988.

25. Country Fire Authority BMO Ref:15000-62839-118918

(a) Subdivision plan not to be altered

- i. The subdivision as shown on the endorsed plans must not be altered without consent of the CFA

(b) Hydrants

- i. Above or below ground operable hydrants must be provided. The maximum distance between these hydrants must be no more than 120 metres apart. These distances must be measured around lot boundaries.
- ii. The hydrants must be identified with marker posts and road reflectors as applicable to the satisfaction of the Country Fire Authority.

Note – CFA's requirements for identification of hydrants are specified in 'Identification of Street Hydrants for Firefighting Purposes' available under publications on the CFA web site (www.cfa.vic.gov.au)

(c) Roads

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- i. The average grade must be no more than 1 in 7 (14.4%) (8.1 degrees) with a maximum of no more than 1 in 5 (20%) (11.3 degrees) for no more than 50 meters. Dips must have no more than a 1 in 8 (12%) (7.1 degree) entry and exit angle.
- ii. Curves must have a minimum inner radius of 10 metres.
- iii. Have a minimum trafficable width of 3.5 metres and be clear of encroachments for at least 0.5 metres on each side and 4 metres above the access way.
- iv. 3.4 Roads more than 60m in length from the nearest intersection must have a turning circle with a minimum radius of 8m (including roll-over kerbs if they are provided) T or Y heads of dimensions specified by the CFA may be used as alternatives.

26. Glenelg Hopkins Catchment Management Auth Ref 252

- (a) Survey plans, undertaken by a licensed surveyor at completion of works, detailing all the finished levels including heights and invert levels of all key features such as the height of the basin wall, inlet and outlet inverts, spillway height, finished ground surface etc. must be provided to Glenelg Hopkins CMA.
Note: If changes to the design are made, remodelling may be requested to ensure that the design is sufficient/acceptable.
- (b) Model output grids (.asc) for depth, water surface elevation and velocity which reflect the 1% AEP floodplain post on ground works must be provided to Glenelg Hopkins CMA.

27. Telecommunications

The owner of the land must enter into an agreement with:

- (a) A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
- (b) A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:

- (c) A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
- (d) A suitably qualified person that fibre ready telecommunication facilities have been

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provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

28. **Ballarat Airport Obstacle Limitation Surface**

All buildings, structures and trees must have a maximum height no greater than 480.50 AHD.

29. **Permit Expiry – Development and Subdivision**

The permit for development of the land will expire if one of the following circumstances applies:

- (a) The development is not started within two years of the date of this permit;
- (b) The development is not completed within four years of the date of this permit.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards (for a request to extend the time to commence the development) or twelve months after the permit expires (for a request to extend the time to complete the development).

The permit for subdivision of the land will expire if the plan of subdivision is not certified within two (2) years of the date of issue of this Permit unless the Responsible Authority grants an extension of the Permit upon application in writing by the permit holder within six (6) months of the prescribed expiry date. Once the plan of subdivision is certified, the Permit will expire five years from the date of certification of the plan of subdivision.

NOTES

Works within Road Reserve

The construction or altering of a vehicle crossing, footpath and/or any other works or alterations within a road reserve or any other Council asset may require either a Crossover Permit (which includes a driveway and new crossover), a Road Opening Permit (ie. opening up a road for installation of infrastructure), Asset Protection Permit (Temporary Crossing Permit i.e. providing for temporary site access) or other approval to be obtained from the City of Ballarat. This Planning Permit does not constitute such approval. Failure to obtain an appropriate permit or damaging Council infrastructure, including footpaths, kerbs, drains, street trees, nature strips etc or failing to remove redundant crossings and reinstate the kerb, drain, footpath, nature strip or other part of the road is a breach of the Ballarat City Council Community Local Laws (10 Penalty Units). For further information, please contact Council's Asset Protection Officer in relation to Road Opening or Asset Protection permits and Council's Infrastructure Planning & Development Unit via Council's Customer Service Officers and the Arborist relating to Street trees.

Containment of Refuse and Disposal of Builders' Refuse

Under the provisions of the Ballarat City Council Community Local Law 2017 an on-site facility for containment of all builders' refuse is required to be provided on any land where any building work within the

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meaning of the Building Act 1993 is being carried out. The local law contains specific provisions about the type and location of refuse containment facilities and the emptying and removal of such facilities.

Signature for the Responsible Authority:



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IMPORTANT INFORMATION ABOUT THIS PERMIT WHAT HAS BEEN DECIDED?

The responsible authority has issued a permit

(Note: This is not a permit granted under Division 5 or 6 of Part 4 of the **Planning and Environment Act 1987**.)

CAN THE RESPONSIBLE AUTHORITY AMEND THIS PERMIT?

The responsible authority may amend this permit under Division 1A of Part 4 of the **Planning and Environment Act 1987**.

WHEN DOES A PERMIT BEGIN?

A permit operates:

- from the date specified in the permit; or
- if no date is specified, from—
 - (i) the date of the decision of the Victorian Civil and Administrative Tribunal, if the permit was issued at the direction of the Tribunal; or
 - (ii) the date on which it was issued, in any other case.

WHEN DOES A PERMIT EXPIRE?

1. A permit for the development of land expires if—
 - the development or any stage of it does not start within the time specified in the permit; or
 - the development requires the certification of a plan of subdivision or consolidation under the **Subdivision Act 1988** and the plan is not certified within two years of the issue of the permit, unless the permit contains a different provision; or
 - the development or any stage is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit or in the case of a subdivision or consolidation within five years of the certification of the plan of subdivision or consolidation under the **Subdivision Act 1988**.
2. A permit for the use of land expires if—
 - the use does not start within the time specified in the permit, or if no time is specified, within two years after the issue of the permit; or
 - the use is discontinued for a period of two years.
3. A permit for the development and use of land expires if—
 - the development or any stage of it does not start within the time specified in the permit; or
 - the development or any stage of it is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit; or
 - the use does not start within the time specified in the permit, or, if no time is specified, within two years after the completion of the development; or
 - the use is discontinued for a period of two years.
4. If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) of the **Planning and Environment Act 1987**, or to any combination of use, development or any of those circumstances requires the certification of a plan under the **Subdivision Act 1988**, unless the permit contains a different provision—
 - the use or development of any stage is to be taken to have started when the plan is certified; and
 - the permit expires if the plan is not certified within two years of the issue of the permit.
5. The expiry of a permit does not affect the validity of anything done under that permit before the expiry.

WHAT ABOUT REVIEWS?

- The person who applied for the permit may apply for a review of any condition in the permit unless it was granted at the direction of the Victorian Civil and Administrative Tribunal, in which case no right of review exists.
- An application for review must be lodged within 60 days after the permit was issued, unless a notice of decision to grant a permit has been issued previously, in which case the application for review must be lodged within 60 days after the giving of that notice.
- An application for review is lodged with the Victorian Civil and Administrative Tribunal.
- An application for review must be made on the relevant form which can be obtained from the Victorian Civil and Administrative Tribunal and be accompanied by the applicable fee.
- An application for review must state the grounds upon which it is based.
- A copy of an application for review must also be served on the responsible authority.
- Details about applications for review and the fees payable can be obtained from the Victorian Civil and Administrative Tribunal.

Signature for the Responsible Authority:



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