

Statutory Planning Newsletter

June 2021



A Guide: Permit Application Processing Timelines

Following consultation with regular applicants the Statutory Planning Unit has developed a guide that details timeline for its planning permit application process which has been attached to this newsletter. The guide is indicative only and the included timelines can be affected by actions outside the Council's/ planner's control.

Planning Permit Fee Waivers

Statutory planning permit fees are required as part of the planning permit application under the Planning and Environment Act 1987 (P&E Act), Council may consider to waive the fees pursuant to Regulation 20 of the Planning & Environment (Fees) Regulations 2016 (the regs).

The regs outline the instances where Council has the authority to waive statutory planning fees. Council may grant the waiver if one of the requirements applies, but it is under no obligation to do so.

The number of fee waiver requests received by Councils has been on the increase over the past few years with the reasons for the requests becoming more varied. Given the increase in the number of requests Council considers it necessary to require the following criteria, and must be included in any request made:

- The request to waive the fee must outline which sub-regulation it is being made under
- How the proposed permit application meets the specific regulation.

Council will then consider the request and inform the applicant of its decision.

Should the request be made at the same time the application is submitted the application will not be processed until a determination of the fee waiver request has been made.

If the request is refused then the application will be processed upon the statutory fee being paid.

New Processes

The Statutory Planning Unit continues to review its processes. There are a number of changes that have been made, are being trialled and/ or are soon to be introduced.

Timelines

As previously mentioned, a guide has been developed dividing the statutory planning application process into stages, with each stage provided with an indicative processing time enabling applicants to have a clearer picture of timing for their applications. This process is anticipated to commence on 1 June 2021. A copy of the guideline has been included with this newsletter.

New Pre-application Meeting Process

The trial of the enhanced pre-application process has concluded and following positive feedback the process is being expanded for anyone to request.

The enhanced pre-application process will provide an opportunity for an applicant to receive feedback from relevant areas of Council prior to making a submission. This process is not intended to pre-determine an application, but is a way of providing more detailed advice on what information an applicant is to provide to help streamline the assessment of the application.

Should you wish to have a meeting please give the Planning Administration a call to make an appointment.



Mildura Rural City Council

COVID-19

With the latest State Government restrictions in place Council's Planners are required to work from home. Planners are still available on Team's, email or the phone.

A Guide: Permit Application Processing Timelines

Process	Statutory Timeframe	Days	Total Statutory Days
General Timeframes			
Lodgement and allocation to Planner	2 Days		2
Preliminary Assessment of Application*	10 days		12
Referrals and notification of Application	2 days		14
Assessment of Application	28 days		42
Peer Review of assessment and recommendation	7 days		49
Issue of decision	2 days		51

*Preliminary Assessment Timeframes		
Prelim internal referrals	5 days	5
Decide if a Request for Further Information (RFI) is required	2 days	7
Completion and sign off	3 days	10

Please Note

- Where possible assessing planners will highlight complicating issues at the completion of the Preliminary Assessment
- The timeframes are **indicative only** and the following may extend out timeframes:
 - Notification Statutory Declarations are submitted late
 - Notification is required to be undertaken again
 - If a mediation meeting is required
 - Applications that are to be decided by the Planning Referral Committee (PRC)
 - Applications that are to be decided at Council
 - If mandatory referral authorities require further information or an extension of time to provide a response
 - Other matters that are beyond the officer's control
- Times may vary due to staffing levels
- Should further information be required the preliminary assessment will restart at zero Statutory Days

T (03) 5018 8100

E planning.services@mildura.vic.gov.au

www.mildura.vic.gov.au