

## Responding to a Planning Permit Application



The way people use and develop their properties can have an effect on surrounding residents and the wider community as a whole. This is why the planning permit process is in place and why all people have the right to comment on a planning permit application before a decision is made.

This fact sheet aims to explain the importance of getting involved in planning decisions in your area and provide information about how to have your say.

### Public notification of a planning permit

When a planning application is lodged, and it is deemed that it may have an effect on the neighbouring properties, Council will inform surrounding residents in one or all of the following ways:

- > Direct mail notification
- > On-site signage
- > Advertisements in the local newspaper.

A list of past and current planning applications is available on Council's online register ([www.yarracity.vic.gov.au](http://www.yarracity.vic.gov.au)) and applications can be viewed in person at the Statutory Planning counter at the Richmond Town Hall, 333 Bridge Road, Richmond.

**Please note:** Certain types of applications are exempt from public notification depending on the planning controls that apply to a particular site.

### Why should I comment?

The Victorian planning system is set up to ensure that you have the opportunity to comment on a planning permit that may affect you, before a decision is made. It is a good idea to have a look at the proposal to assess whether it may have an effect on the enjoyment of your property.

Think about how the proposed changes will affect *you* personally. For example, if someone wanted to build a block of units next door to your single level house some possible negative impacts on you could include, privacy issues, overshadowing, concerns about noise, and increased difficulty in finding a car park.

### How do I comment?

If you are happy with the proposal, you do not need to take any action, however you can make a submission to Council in support of the application if you wish.

Alternatively, if you have a reasonable concern about the proposal and wish to object, you must lodge an objection with Council in writing in order for your concern to be considered before a decision is made.

### Making an objection

Anyone can lodge an objection to a planning permit application, and Council must consider all objections when assessing the application. Objections can be lodged with Council any time up to when it makes a decision, however objections are usually lodged during the 14-day advertising period.

### Further information

If you need more information about planning in Yarra:

#### Visit our website

> [www.yarracity.vic.gov.au/planning](http://www.yarracity.vic.gov.au/planning)

#### Telephone

> 9205 5555 (between 8.30am and 5.00pm, Monday to Friday)

#### Visit the planning counter

> Richmond Town Hall  
333 Bridge Road, Richmond  
Monday to Friday  
8.30am to 5.00pm and  
Tuesday 8.30am to 6.00pm

For more information about planning in Victoria, please visit [www.dpcd.vic.gov.au](http://www.dpcd.vic.gov.au) or call 1300 366 356 and request a copy of 'Planning: a short guide'.

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To lodge an objection you need to either:

- > Complete an 'Objection to Planning Application' form, available on Council's website ([www.yarracity.vic.gov.au](http://www.yarracity.vic.gov.au)), by calling Access Yarra on 9205 5555, or at the Richmond Town Hall.  
or
- > Write a letter, or email which includes your name, address, telephone and fax numbers, planning application number, address of the property in question and a statement of how the proposal may affect you.

You may also include suggestions for changes, which could overcome your concerns. It is important to make sure that your objection specifically addresses the proposal and describes how *you* will be affected.

## Lodging your objection

You can lodge your written objection by:

- > **Post** – Statutory Planning Department, City of Yarra, PO Box 168, Richmond, VIC 3121  
or
- > **Email** – Either directly to the planner listed or to [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au), please clearly state 'objection to (insert property address)'  
or
- > **In person** – Statutory Planning counter, Richmond Town Hall, 333 Bridge Road, Richmond.

**Please note** – An objection is a public document and copies may be made available to other parties, including the applicant, Councillors and the Victorian Civil and Administrative Tribunal (VCAT).



## What happens to my objection?

Once Council has received your objection you will be sent a confirmation letter or email so you can be sure that your objection has been included. Council may invite you to a consultation meeting to discuss your concerns directly with the applicant.

If you reach a compromise with the applicant and you no longer have any concerns about the application, you can withdraw your objection in writing to Council. However, if you withdraw your objection, you will not be informed of the decision and you will lose your right to apply to VCAT for a review if you are unhappy with Council's decision.

Once Council has made a decision, you will receive a copy of that decision. If Council decides to grant the permit, it will need to issue a 'Notice of Decision to Grant a Permit'. As an objector you will be sent this notice and you will have 21 days to lodge an application for review at VCAT. If no objectors lodge a review with VCAT during this time, Council will grant the planning permit.

For more information about referring decisions to VCAT please refer to the '*Planning proceedings at VCAT*' fact sheet, or see Council's website [www.yarracity.vic.gov.au](http://www.yarracity.vic.gov.au).