



# BUSINESS MORELAND



## DOES YOUR PLANNING PERMIT APPLICATION QUALIFY FOR COMMERCIAL PRIORITY?

### What is Commercial Priority?

Commercial Priority is a process that speeds up the timeframe for planning permit applications from businesses.

### Which applications qualify for Commercial Priority?

- A **new business**; or
- An expansion of an **existing business** where the cost of works is more than \$100,000, or if the proposal will result in additional local employment; and
- All necessary information is submitted with the application; and
- Council planning officers have informed you at the pre-application stage that the application may be supported.

### How long does it take?

Commercial Priority applications are approved in less than 60 days, from the date the application is received by Council.

#### This timeframe excludes:

- any advertising period for an application;
- an application lodged with the Victorian Civil and Administrative Tribunal (VCAT) for a determination; and
- any application that is referred to an Urban Planning Committee meeting of Council for a decision.

Please note that timeframes may not be met if you and Council Officers need to consult with objectors after a public notification.



## Pre-application meetings

To increase the likelihood of qualifying for Commercial Priority, book a pre-application meeting with a planning officer prior to submitting your application. The planning officer will advise:

- If the proposal complies with the Moreland Planning Scheme;
- If the proposal is likely to be supported by Council; and
- What information is required to accompany the application.

You will receive written advice from the planning officer after the meeting.

Book a free pre-application meeting online at [moreland.vic.gov.au/pre-app](http://moreland.vic.gov.au/pre-app) or phone Council on **9240 1111**.

## What do I need for a pre-application meeting?

A sketch plan drawn to scale and a supporting written description of your proposal.

## When will a planning application *not* qualify for Commercial Priority?

You will not qualify for Commercial Priority if:

- you need to provide additional information following submission of your application; or
- the application is not supported based on pre-application advice from planning officers.

# Book a free pre-application meeting

Book online at [moreland.vic.gov.au/pre-app](http://moreland.vic.gov.au/pre-app) or phone Council on **9240 1111**.

**Be sure to bring a sketch plan drawn to scale and a supporting written description of your proposal.**

## Before lodging an application

Book a meeting with a planning officer to check that you have all the information required to qualify for Commercial Priority.

## How do I submit an application?

An application must be submitted online via Moreland's website. You must register as a user before submitting your application. Fees can be paid online with Visa or MasterCard.

More information is available on Council's website at [moreland.vic.gov.au/commercial](http://moreland.vic.gov.au/commercial) or by contacting Council on **9240 1111** and asking for the *Commercial Priority Planner*.

There are no additional fees for a *Commercial Priority* application.

Checklists are available at [moreland.vic.gov.au/planning-forms](http://moreland.vic.gov.au/planning-forms) to assist applicants with preparing different types of business applications.

## What happens after your application is lodged?

It will be reviewed by a planning officer to confirm that it qualifies as Commercial Priority. Council will advise you, generally within four weeks, if your application is required to be advertised.

## Is your application minor? It may qualify as a *Fast Track* application

Straightforward proposals may qualify as *Fast Track* applications, and these are generally processed within 10 business days. These may include things like an advertising sign or minor works in an industrial or commercial zone.

A proposal will qualify if it:

- contains all the required information at lodgement;
- does not require referral to an external authority;
- does not require advertising to neighbours; and
- is a supportable proposal.

More information is available on Council's website at [moreland.vic.gov.au/fast-track](http://moreland.vic.gov.au/fast-track).

## Council supports local business

Moreland City Council's Economic Development Branch supports new and existing businesses through a range of services and initiatives. To find out more visit [bizmoreland.vic.gov.au](http://bizmoreland.vic.gov.au) or phone Council on **9240 1111**.

### Moreland Language Link

廣東話	9280 1910	عربي	9280 1913
Italiano	9280 1911	Türkçe	9280 1914
Ελληνικά	9280 1912	Tiếng Việt	9280 1915

हिंदी	9280 1918		
普通话	9280 0750	All other languages	
ਪੰਜਾਬੀ	9280 0751		9280 1919