


Planning Permit Activity Reporting Data Dictionary



Department of Planning
and Community Development

Planning Permit Activity Reporting System

Username: Password:
Forgotten your password? Enter your username:

The Planning Permit Activity Reporting System (PPARS) has been developed to provide information about planning permit activity in Victoria.

The system allows for coordinated collection of standardised planning permit application data on a monthly basis from the planning systems of each Victorian responsible authority. Reports are produced on a regular basis for use by each responsible authority, the Department, and other industry stakeholders. A number of reports are also available to the public. Each responsible authority may also retrieve application data for further analysis, and to optionally share with other organisations.

Reports

There are a number of reports produced by PPARS, some available for public access from the Department's website:

- [Planning Permit Monthly Statistics](#)
- [Planning Permit Activity Annual Report](#)

Contact Us

If you have any questions or queries regarding the system, please contact the [PPARS Administrator](#).

Registered Users

Access to the system is restricted to registered users from the relevant responsible authorities.

For access to the system, speak to the contact person within your responsible authority.

The PPARS Administrator will provide help and support in accessing and using the system.

Contact can be made by ringing on (03) 9947 1236 during normal office hours or by email to ppars.admin@dpcd.vic.gov.au

Useful Links: • [PPARS Program](#) • [Planning@DPCD](#) • [Municipal Association of Victoria](#) • [Building Commission](#) • [Victorian Civil and Administrative Tribunal](#)

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Document history and status

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0.1	9 April 2005	Building Commission	Document created by SKM
0.2	20 April 2005	Moreland CC	Discussion and edits
0.2	20 April 2005	Melissa Harris (DSE) and Tony Allan (DSE)	Review and edits
0.2	25 April 2005	Comments from Golden Plains and Surfcoast	Review and comments added
0.3	26 April 2005	Comments from Macedon Ranges	Review and comments added
0.3	28 April 2005	Comments from Hobsons Bay, Moorabool and Stonnington	Review and comments added
0.3	28 April 2005	Comments from Bayside	Review and comments added
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7.1	12 July 2005	Chris Bate (SKM)	Accept changes from DSE
7.2	21 July 2005	Tony Allan (DSE)	Clarifications and update to 1.3 ("New or amended application" has been renamed to "Application type") and 1.4
7.3	24 Aug2005	Melissa Harris (DSE)	Change to land use category to include native vegetation removal Clarification to estimated assessment effort at 2.2 to show 1= simple, 2= average, 3= complex in conjunction with existing definitions
7.4	29 Aug2005	Tony Allan (DSE)	Formatting changes - added title page Re-establish file locations and document management
7.5	7 Sept 2005	Tony Allan (DSE)	Add a new data element "Proposed Use or Development" (1.8)
7.5.1	8 June 2007	Tony Allan and Carolyn Madden (DSE)	The intent of this update is to clarify the description of the data elements and to make Application Type (1.3) and Estimated Assessment Effort (2.2) mandatory. No elements have been added and values for existing elements has not changed. Date formatting clarified (in sections 2.1, 4.2, and 4.5). Change 'Application type' (1.3) value 2 from 'Amended Application' to 'Amended Permit application'. And associated text changes. Textual clarifications to the Introduction and sections 1.2, 1.3, 1.4, 3.1, and 4.1. Additional rules added to Responsible Authority Outcome (4.1), including what to do with 'Failure to Decide'. 4.1 'Prohibited Use' noted as No Permit Required. Added a note about other currently unsupported VCAT outcomes (4.4). 1.3, 2.2, 2.3, 2.4, 2.5, 2.7, 3.1, 3.2, 3.3 are for a decided application - i.e. with an application outcome 1-6)
7.7	12 May 2009	Terry Mandalios (DPCD)	Changes to existing fields Clarify mandatory section for 'property location' and 'Objections'. Changes to the Application Category value (7) 'More than one new dwelling but less than 10' to 'More than one new dwelling (2-10)' Addition of new application category value (24) 'Subdivision – Realignment of boundary' Changes to the Current & Proposed land use (7 & 8) Residence to Residence / Accommodation

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			<p>Retail to Retail Premises</p> <p>Addition of new Current & Proposed land use (11 – 17)</p> <p>Child care, education centre, mineral extraction, pleasure boat facility, transport terminal, utility installation, mixed use.</p> <p>Clarify business rules with the Estimated cost of works</p> <p>Clarify business rules within the Application Outcome</p> <p>Clarify business rules and notes on amended permit applications ECW.</p> <p>New fields added</p> <p>(1.9) Applicant Name & Address</p> <p>(2.8) Cultural Heritage Management Plan</p> <p>(2.9) Cultural Heritage Management Plan date provided</p> <p>(3.4) Number of new dwellings (yield)</p> <p>(4.4) VCAT Lodgement date added</p>
7.7	02 June 2009	Terry Mandalios (DPCD)	<p>Additional element being included in the applicant address to allow for PO Box's.</p> <p>Amend incorrect 'state' field format</p>
7.7	04 August 2009	Terry Mandalios (DPCD)	<p>Change proposed/current land use value '7' to Residential/Accommodation</p>
7.7	26 August 2009	Terry Mandalios (DPCD)	<p>New field added 'Organisation' to the applicant details section</p>
7.7.1	19 June 2012	Terry Mandalios (DPCD)	<p>Proposed Use or Development 'subdivision' description standard.</p>
7.8	6 December 2012	Lukas Xuereb (DPCD)	<p>New fields added</p> <p>Addition of new Geocode fields for Property Location (1.4.6.1 & 1.4.6.2)</p> <p>Addition of new VicSmart fields (1.6)</p> <p>Addition of new Number of new lots (yield) field (3.5)</p> <p>Addition of new VCAT grounds for appeal field (4.7)</p> <p>Addition of new Final Outcome field (4.8) and Final Outcome date field (4.9)</p> <p>Changes to existing fields</p> <p>Cosmetic name change from 'Statutory timeframe' to 'Sixty day timeframe'</p> <p>Removal of 'Permits Issued...' (1 & 2) and addition of Failure to Determine (10) to Responsible Authority Outcome</p> <p>Alteration to 'Application Categories', to consolidate dwelling categories and select subdivision categories</p> <p>Alteration to VCAT Outcomes (0-6)</p>
7.8.1	28 December 2012	Lukas Xuereb (DPCD)	<p>Addition of 'Country' element to Applicant Details field, with modifications to 'State' and 'Postcode' to accommodate this.</p> <p>Cosmetic name change from 'Objections' to 'Submissions'</p>
7.8.2	17 July 2013	Terry Mandalios (DTPLI)	<p>Change existing field 'Cultural Heritage Management Plan date provided' from 'mandatory' to 'optional'.</p> <p>Latitude/Longitude – Updated field type from 'Integer' to 'Decimal'</p>
7.9	22 July 2013	Terry Mandalios (DTPLI)	<p>Changes to 4.1 'Responsible Authority Outcomes' domain (addition of values 1 & 2) and updated notes.</p> <p>Change to 'Final outcome' notes section.</p> <p>Change to 'Final outcome date' notes section.</p>
7.9.1	21 February 2014	Lukas Xuereb	<p>Cosmetic corrections to document</p>
7.9.2	14 June 2024	Russell Mirara (DTP)	<p>Added new VCAT Grounds for Appeal types.</p>

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Introduction

This document defines the data to be collected by the Department of Planning and Community Development from Responsible Authorities to regularly report on planning permit activity in Victoria.

The June 2004 State Economic Statement "Victoria – Leading the Way", committed \$3.1 million over three years for reforms to the planning process in Victoria. These reforms, entitled "Better Decisions Faster", included:

- Pre-lodgement certification
- Reduced referral requirements
- Additional funding for the VCAT, and
- Planning Permit Activity Reporting (PPAR)

The Planning Permit Activity Reporting (PPAR) reform successfully established a regular reporting system for planning permit activity in Victoria, and it has been in operation since July 2007. Reporting of planning permit activity provides information to Government, industry and the public on the level of activity in the planning system in Victoria.

The document will be made available to responsible authorities and planning system vendors to adapt current systems to meet the data requirements of the Department.

Grouping of data elements

The planning permit activity data identified in this data dictionary has been grouped into the following categories that are based on the purpose of the data in application process:

Application details (information that relates to the application and is generally sourced from the application form)

- Victorian Planning Scheme code
- Application identifier
- New or amended application
- Property location
- Fees
- VicSmart
- Pre-application meeting
- Estimated cost of works
- Applicant details

Processing details (information that relates to the management of the processing of the application within the Responsible Authority)

- Date application received
- Estimated assessment effort
- Further information requested
- Public notice
- Referral issued
- Objections
- 60 day time frame
- Cultural Heritage Management Plans

Application categories (information that relates to the reason for application and the use of the land that is the subject of the application)

- Application categories
- Current land use
- Proposed land use
- Number of new dwellings
- Number of new lots

Application outcome (information that relates to the decision made by the Responsible Authority and, if applicable, VCAT)

- Responsible Authority outcome
- Date of Responsible Authority outcome
- VCAT reference number
- VCAT lodgement date
- VCAT grounds for appeal
- VCAT outcome
- VCAT outcome date
- Final Outcome
- Final outcome date

Data types

The following data types are used within this document:

Integer	A series of digits. No spaces, periods or other characters are allowed.
Character	A series of digits and letters and printable special characters.
Dollar	A positive integer representing whole dollars. The dollar sign, period and any cents must be omitted.
List of Integers	A comma separated list of positive integers representing one or more values.
Date	A valid date expressed as exactly 10 characters in ISO8601-2003 format as YYYY-MM-DD.

If a number in brackets follows the data type, this indicates the maximum length of the field. For example, Integer (3) represents a field containing a maximum of three digits. If not otherwise specified, a field must not exceed 1000 characters.

Mandatory items

Each data element is flagged as mandatory according to the following table:

Yes	This data element MUST be provided for every planning permit application.
Yes, under specified condition	This data element MUST be provided for every planning permit application in the circumstances indicated.
No but desirable	This is NOT a mandatory data element but SHOULD be provided if possible. Support for this element SHOULD be included in software used by the Responsible Authority.
No but highly desirable	This is NOT a mandatory data element but SHOULD be provided if possible. Support for this element MUST be included in software used by the Responsible Authority.

Where a data element is not mandatory or the conditions for the data element to be mandatory are not yet met, the data element may be specified with a null value or blank depending on the circumstance. There are some restrictions on blank values in XML, for example dates must be omitted if not specified. The domain for the null value is shown where applicable. Explicit use

of the null value to indicate “No data available” for an optional data element allows the known absence of data to be indicated.

1. Application Details

1.1 Victorian Planning Scheme code

Victorian Planning Scheme code				
Definition:	A code that identifies the 82 Victorian Planning Schemes.			
Data Type:	Character(4)			
Standard:	None			
Domain:	alpi	Alpine	mann	Manningham
	alpr	Alpine Resorts	mans	Mansfield
	arat	Ararat	mari	Maribyrnong
	ball	Ballarat	maro	Maroondah
	bany	Banyule	melb	Melbourne
	basc	Bass Coast	melt	Melton
	bawb	Baw Baw	mild	Mildura
	bays	Bayside	mith	Mitchell
	bena	Benalla	moir	Moira
	boro	Boroondara	mona	Monash
	brim	Brimbank	moon	Moonee Valley
	blok	Buloke	moor	Moorabool
	camp	Campaspe	more	Moreland
	card	Cardinia	morn	Mornington Peninsula
	case	Casey	malx	Mount Alexander
	cgol	Central Goldfields	moyn	Moyne
	cola	Colac-Otway	muri	Murrindindi
	cora	Corangamite	nill	Nillumbik
	dare	Darebin	ngra	Northern Grampians
	egip	East Gippsland	pome	Port of Melbourne (placeholder)
	fran	Frankston	port	Port Phillip
	fisi	French Island and Sandstone Island	pynr	Pyrenees
	gann	Gannawarra	quen	Queenscliffe
	glen	Glen Eira	sgip	South Gippsland
	gelg	Glenelg	sgra	Southern Grampians
	gpla	Golden Plains	ston	Stonnington
	gben	Greater Bendigo	strb	Strathbogie
	gdan	Greater Dandenong	surf	Surf Coast
	ggee	Greater Geelong	swan	Swan Hill
	gshe	Greater Shepparton	towg	Towong
	hepb	Hepburn	wang	Wangaratta
	hind	Hindmarsh	warr	Warrnambool
	hbay	Hobsons Bay	well	Wellington
	hors	Horsham	wwim	West Wimmera
	hume	Hume	whse	Whitehorse
	indi	Indigo	wsea	Whittlesea
	king	Kingston	wdon	Wodonga
	knox	Knox	wynd	Wyndham
	latr	Latrobe	yara	Yarra
	lodd	Loddon	yanr	Yarra Ranges
	macr	Macedon Ranges	yari	Yarriambiack

Domain Definitions	Planning scheme titles
Business Rules	Each Planning Scheme has a unique identifier. There is a Planning Scheme for every municipality in Victoria and for a limited number of other defined areas, such as the Alpine Resorts, French Island and Sandstone Island, and the Port of Melbourne. The code is always specified as lower case.
Mandatory	Yes
For use in	In public report <input type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/>
Purpose	Used to identify the data sets for each Planning Scheme.
Notes	A code will be provided for the "Port of Melbourne" at a later date. PPARS will maintain a mapping between this list and the Building Commission's Municipal Code list for data analysis and reporting purposes.

1.2 Application identifier

Application identifier	
Definition:	The unique identifier assigned by and used within a Responsible Authority to identify an application for a planning permit.
Data Type:	Character
Standard:	None
Domain:	Undefined
Domain Definitions	N/A
Business Rules	Application identifier is unique within a Responsible Authority and identifies a single application for a planning permit
Mandatory	Yes
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/>
Purpose	To identify each application within a Responsible Authority and to provide the aggregate number of applications.
Notes	<p>Most Responsible Authorities use a combination of year and serial number (within the year) to identify an application although no assumptions will be made about the structure of the identifier.</p> <p>It is the responsibility of PPARS to handle Applications from Responsible Authorities that use the same naming convention, and hence the same series of identifiers.</p> <p>If a Planning Permit is issued, this identifier generally becomes the Planning Permit identifier. A separate identifier is not used.</p>

1.3 Application type

Application type		
Definition:	Whether the permit application is a new application, an application for amendment to permit under section 72 of the Planning and Environment Act 1987, or a combined application for planning permit and planning scheme amendment under section 96A.	
Data Type	Integer	
Standard	N/A	
Domain	0	No data available
	1	New application
	2	Amended Permit application
	3	Combined application
Domain Definitions	<p>New application: Responsible Authority has defined the application to be a new application.</p> <p>If there is an amendment to the application, this field doesn't change, however other details in the application may change.</p> <p>Amended permit: Responsible Authority has defined the application to be an amended application under section 72 of the Planning and Environment Act 1987.</p> <p>Combined application: Responsible Authority has defined the application to be a combined planning scheme amendment and planning permit application under section 96A of the Planning and Environment Act 1987.</p>	
Business Rules	Responsible Authority will determine as part of the process of registering an application whether the application is a new application, an application to amend a permit, or a combined application to amend a planning scheme and an application for a planning permit..	
Mandatory	Yes (for a decided application - i.e. with an application outcome 1-6)	
For use in	In public report <input type="checkbox"/> Responsible Authority performance <input checked="" type="checkbox"/> Data management <input type="checkbox"/>	
Purpose	To determine the incidence of rework on existing permits.	
Notes	<p>For an amended application, the Property Location data element may be used to potentially identify previous applications for the same property although this doesn't provide a definitive relationship between any two planning permit applications.</p> <p>Combined applications are relatively uncommon.</p>	

1.4 Property location

Property location			
Definition	The primary location of the land subject to the application for a planning permit.		
Data Type	Street address	Number, Street Name, Street Type	Character
		Locality	Character(46)
		Postcode	Integer(4)
	Property Persistent Feature Identifier (PFI)		Integer(10)
	Council Property Number (CPN)		Character
	Crown Description (Allotment, Block, Section, and Parish/Township)		Character
	Lot on Plan	Lot	Character
		Plan	Character
	Geocode	Latitude	Decimal(8)
		Longitude	Decimal(8)
Standard	N/A. Applicable standards have been identified as too prescriptive at this stage.		
Domain	Undefined		
Domain Definitions	Street address: the street address that would be used to direct a person to the property.		
	Property PFI: Persistent Feature Identifier of the Vicmap Property related property polygon to which the address applies. It remains unchanged for the life of the address record.		
Business Rules	<p>Six different methods are provided to identify a property (Street address, Property PFI, Crown Description, Council Property Number and Lot on Plan). At least one method must be used to identify the property; the preferred being address. Geocode is the next most desired field If additional information is available, then it should be provided. Property PFI and Council Property Number (+ municipality) are unique identifiers that improve the accuracy for data matching. If one or both of these identifiers are available, then they must be provided. If a street address is used as the identification method, then all fields must be provided (street number/name/type, locality and postcode). The fields street number, name and type) must be concatenated using the space character. The geocode figures are decimal Longitude / Latitude (GDA94 projection) set; both fields must be provided if used as the identification method. The fields in a Crown Description must be concatenated using a space character and should appear in the order specified. If more than one Property location is listed in the Responsible Authority system for this application, then the Responsible Authority must select one to be the property location. The method of selection is not specified. The locality is used to store the town or suburb name. The locality data field may be validated. The postcode is four digits with, no delimiters or spaces. Leading zeros shall be displayed. (AS4590.8.13) The CPN is unique within a municipality. The municipality is assumed to be the same as the Planning Scheme name (as specified in 1.1). Plan must include the plan type as a prefix.</p>		
Mandatory	Yes, at least one form of property location identification is required. Preferably property address.		
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/>		
Purpose	<p>To allow reporting by location. To uniquely identify the property associated with the Application for a planning permit to allow reporting of applications and permits against a property over time. To validate the data.</p>		

Notes	<p>Address field lengths come from the G-NAF data dictionary, which in turn are based upon AS 4590-1999 (Interchange of client information)</p> <p>The G-NAF data dictionary is available at: http://www.g-naf.com.au/techdocs/data_dictionary.htm</p> <p>Property PFI is defined in the Vicmap Property (Standard) Version 2.01 25/08/2003.</p> <p>A future version of this Data Dictionary MAY provide for separate Crown Description fields.</p>
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1.5 Fees

Fees	
Definition	The amount charged by the Responsible Authority for the processing of an application for a planning permit (does not include advertising and other non statutory or administrative fees)
Data Type	Dollar \$0.00
Standard	N/A
Domain	Variable
Domain definitions	None
Business Rules	Statutory application fees as they relate to the permit application only. Does not include advertising and other non-statutory or administrative fees charged by the Responsible Authority. May be "0", if no fee was charged by the Responsible Authority.
Mandatory	Yes
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>
Purpose	To provide an economic/performance indicator. To enable comparison with application type, complexity, estimated works value etc. to determine if there is any relationship. To determine the net cost of providing a planning service and the proportion of the cost met by government and the community when compared with the cost of providing the service. To rank Responsible Authorities by the level of application for a planning permit revenue and/or cost.
Notes	

1.6 VicSmart application

VicSmart application		
Definition	The indication by the Responsible Authority on the Application for Planning Permit form on whether or not a the application Is a VicSmart process application	
Data Type	Integer	
Standard	N/A	
Domain	1	No
	2	Yes
Domain Definitions	N/A	
Business Rules		
Mandatory	Yes	
For use in	In public report <input type="checkbox"/> Responsible Authority performance <input checked="" type="checkbox"/> Data management <input type="checkbox"/>	
Purpose	To understand the occurrence of VicSmart applications To understand if Responsible Authority efficiency indicators are affected by the VicSmart process initiative	
Notes	Added in release 7.8	

1.7 Pre-application meeting

Pre application meeting	
Definition	The indication by the applicant on the Application for Planning Permit form of whether or not a pre-application meeting occurred between the applicant and a Responsible Authority officer
Data Type	Integer
Standard	N/A
Domain	1 No or not indicated on the form by the applicant.
	2 Yes
Domain Definitions	N/A
Business Rules	The applicant's response to the question on the Application for Planning Permit form will be used at all times, even if a Responsible Authority officer does not consider communication with an applicant to have constituted a meeting.
Mandatory	Yes
For use in	In public report <input type="checkbox"/> Responsible Authority performance <input checked="" type="checkbox"/> Data management <input type="checkbox"/>
Purpose	To understand the occurrence of pre-application meetings. To understand if Responsible Authority efficiency indicators are affected by the holding of pre-application meetings.
Notes	To promote consistency in the completion of the Application for Planning Permit form, advice should be provided to applicants about what constitutes a pre-application meeting. Data quality of this field is expected to be average to low as there is no validation by Responsible Authority officers or other means.

1.8 Estimated cost of works

Estimated cost of works	
Definition	The value that the applicant enters onto the Application for Planning Permit form as the amount that will be spent to undertake works directly associated with subject of the planning permit.
Data Type	Dollar
Standard	N/A
Domain	Variable
Domain Definitions	N/A
Business Rules	<p>As estimated by the applicant and entered onto the Application for Planning Permit form by the applicant. Generally estimated cost of works is used to determine the fee payable. Only works associated with the Application for Planning Permit should be included. Works being undertaken as part of the same project but unrelated to the planning permit should not be included.</p> <p>Responsible Authority staff should not change the value provided by the applicant.</p> <p>Can include "0" where there is no economic value attributable (works will be undertaken by the applicant and will not have an economic cost).</p> <p>Estimated cost of works for amended permit applications under section 72 should be the difference between the original permit and the cost relating to the amendment. Negative values are permitted in this instance.</p>
Mandatory	Yes
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>
Purpose	<p>To provide an economic indicator through aggregating estimated cost of works for all projects.</p> <p>To analyse the significance of other variables such as land use or application category.</p>
Notes	<p>To promote consistency in the completion of the Application for Planning Permit form, advice should be provided to applicants on what should be included in the cost of works as well as an indication of the desired accuracy of the value.</p> <p>Data quality of this field is expected to be average to low as there is no validation by Responsible Authority officers or other means and the actual value of works can vary widely depending on the outcome of the planning process.</p>

1.9 Proposed use or development

Proposed Use or Development	
Definition	A textual description of the use, development or other matter for which the permit is required.
Data Type	Character (1000)
Standard	N/A
Domain	Variable
Domain Definitions	N/A
Business Rules	This is the data provided by the Applicant in answer to the question "For what use, development or other matter do you require a permit?" (question 5 on the new Application form). The data may be subsequently updated by the Responsible Authority to conform to its own standards.
Mandatory	Yes
For use in	In public report <input type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/>
Purpose	To allow data to be selected and reported based on the working of the description.
Notes	Because the vocabulary is not constrained in any way, no assumptions can be made about the data. The usage of this field will vary widely between Responsible Authorities and even between otherwise similar applications within a Responsible Authority. As a result, the use of this field as a selection criteria for any analysis must be undertaken with considerable care. For example, any matching function must consider the plural form of words and related words used to describe a single concept.

1.10 Applicant name and address

Applicant Name and Address			
Definition	The primary applicant name, organisation and address details subject to the application for a planning permit. No allowance has been made for PPARs to capture the situation where a consultant or contractor may have been engaged as the contractor for the applicant.		
Data Type	Applicant Name	Character (1000)	
	Organisation	Character (500)	
	Applicant Address	Line One	Character
		Unit number, Number, Street Name, Street Type	Character
		Locality	Character(46)
		State	Character(9)
		Country	Character(20)
		Postcode	Character(9)
Standard	Applicable standards have been identified as two prescriptive at this stage.		
Domain	Undefined		
Domain Definitions	Applicant name can be either a person or organisation. Street address used to communicate with Applicant.		
Business Rules	Name, organisation and address of the applicant.		
Mandatory	Yes, both the name and address of the applicant are required.		
For use in	In public report <input type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/>		
Purpose	To allow grouping by owner or applicant.		
Notes	<p>Added in release 7.7 <i>Future version of PPARs may include contact details.</i></p> <p>Applicant Address Line One is used where (1) the applicant address is for a post office box. In this case, Number, Street Name, Street Type may be omitted; or for the use of (2) a more complex address, in which case it is used in conjunction with Number, Street Name, Street Type.</p> <p>Examples: (1) PO Box 500 / East Melbourne / 3002 / Vic (2) Suite 6, Level 17 / 570 / Bourke / Street / Melbourne / 300 / Vic</p> <p>Addition of 'Country', and alterations to field types for 'State' and 'Postcode' in release 7.8 to accommodate international addresses</p>		

2. Processing Details

2.1 Date application received

Date application received	
Definition	The date that an application for a planning permit is formally received by a Responsible Authority, which is taken as the date that the application form is physically date stamped as received by the Responsible Authority. This date may be different to the date that the application data is entered into a planning system.
Data Type	Date
Standard	ISO 8601-2003
Domain	YYYY-MM-DD and the XML/Schema type xs:date
Domain Definitions	
Business Rules	If system date is used for date application received, the system date needs to be overwritten with the date the application is received the date application received is different to system date.
Mandatory	Yes
For use in	In public report <input type="checkbox"/> Responsible Authority performance <input checked="" type="checkbox"/> Data management <input type="checkbox"/>
Purpose	To identify the commencement of the processing of an application. To calculate, in association with other variables, efficiency of Responsible Authority performance in processing applications, for example, gross processing time being the number of days from receipt of an application to the date of the Responsible Authority outcome.
Notes	Most responsible authorities collect dates in the DD/MM/YYYY and this will need to be translated as part of the transfer process.

2.2 Estimated assessment effort

Estimated assessment effort		
Definition:	An assessment by a planning officer for the Responsible Authority of the number of Responsible Authority days that will be/were required to process an application for a planning permit.	
Data Type	Integer	
Standard	N/A	
Domain	0	No data available
	1	Simple - Estimated less than 1 person day effort required to process the application
	2	Average - Estimated 2 - 5 person days effort required to process the application
	3	Complex - Estimated more than 5 person days effort required to process the application
Domain Definition		
Business Rules	<p>Estimated time to process the application is total working time for all Responsible Authority staff.</p> <p>The estimate can be amended during the processing of the application.</p> <p>Does not include time waiting for responses, or internal referrals.</p> <p>A person day is defined as eight hours of effort, for example, one person spending eight hours or two people spending four hours each working on the application.</p>	
Mandatory	Yes (for a decided application - i.e. with an application outcome 1-6)	
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input checked="" type="checkbox"/> Data management <input type="checkbox"/>	
Purpose	<p>To provide a measure for complexity of applications.</p> <p>To assist in assessing the efficiency of Responsible Authority performance by understanding the mix of applications before Responsible Authority.</p> <p>To assess changes in the mixture of applications before Responsible Authority over time.</p>	
Notes	<p>The domain categories need to be confirmed in consultation with Responsible Authorities.</p> <p>Data quality of this field is expected to be a good estimate, refined over time but not an exact measure.</p> <p>In most cases, one person day will be split over more than one elapsed days. For example, if a planning officer spend two hours on Monday, Tuesday, Thursday and Friday working on an application, and no one else was involved, then there would be a total of eight hours which would be encoded as "1" – less than 1 person day.</p>	

2.3 Further information requested

Further information requested		
Definition	Whether during the processing of an application, the Responsible Authority requested that the applicant provide further information to clarify or add to information provided in the Application for Planning Permit form.	
Data Type	Integer	
Standard	N/A	
Domain	0	Not yet determined (not valid for a completed application)
	1	No
	2	Yes
Domain definitions		
Business Rules	Responsible Authority to indicate whether further information was requested from the applicant.	
Mandatory	Yes (for a decided application - i.e. with an application outcome 1-6)	
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>	
Purpose	To determine the level of completeness of applications for a planning permit. Could be used to determine whether further education of applicants is required to reduce the incidence of incomplete applications. To determine whether requesting further information impacted on the gross processing time of the planning process.	
Notes	This field is sometimes determined based on workflow data.	

2.4 Public notice

Public notice		
Definition:	Advice of the existence of an application for planning permit, in any form, provided by Responsible Authority to the owners of adjacent land or other party.	
Data Type	Integer	
Standard	N/A	
Domain	0	Not yet determined (not valid for a completed application)
	1	No
	2	Yes
Domain definitions		
Business Rules	Responsible Authority to indicate if advertising, signage, letters or any other form of public notice was undertaken for the application.	
Mandatory	Yes (for a decided application - i.e. with an application outcome 1-6)	
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>	
Purpose	To determine the extent of the use of public notice and impact of public notice processes on processing times.	
Notes	This field is sometimes determined based on workflow data.	

2.5 Referral issued

Referral issued		
Definition:	Whether or not the application was referred (under section 55) to one or more external agencies.	
Data Type	Integer	
Standard	N/A	
Domain	0	Not yet determined (not valid for a completed application)
	1	No
	2	Yes
Domain definitions		
Business Rules	Responsible Authority to indicate whether the application was referred to an external agency under section 55 of the Planning and Environment Act 1987. Referrals for information must not be included. Internal referrals within a Responsible Authority must not be shown as a referral.	
Mandatory	Yes (for a decided application - i.e. with an application outcome 1-6)	
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>	
Purpose	To determine the extent of referrals to external agencies and the impact of referrals on processing times.	
Notes	This field is sometimes determined based on workflow data.	

2.6 Submissions

Objections	
Definition	The number of written submissions received from third parties for an application for a planning permit.
Data Type	Integer
Standard	N/A
Domain	0+ or blank if no data available
Domain definitions	
Business Rules	An objection must be received in writing. The number of objections to be counted and the total provided. A "0" value can be included where it is known that no objections have been received but the data element should be left blank if no data is available
Mandatory	Yes
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>
Purpose	To determine the extent and magnitude of objections to and/or support for applications by third parties. To identify any relationship between the number of submissions, gross processing time and Responsible Authority workload.
Notes	"0" should be specified only if it is known that no submissions were received. No value should provided if no information is available. This may be an approximate number of submissions if the data is not electronically captured by Responsible Authority. This was changed in version 7.8 from Objections to more accurately reflect the data this field was collecting from Councils

2.7 Sixty day time frame

Sixty day time frame		
Definition:	Responsible Authority opinion on whether a decision on an application for a planning permit occurred within the 60 day time frame.	
Data Type	Integer	
Standard	N/A	
Domain	0	Not yet determined (not valid for a completed application, unless the "Application type" is "Combined".)
	1	No (greater than 60 days)
	2	Yes (less than or equal to 60 days)
Domain definitions		
Business Rules	Where a decision is made, Responsible Authority to indicate whether in its opinion the application was processed within the statutory time requirement or not. A section 96 combined application has no statutory time frame so a code of "0" should be used.	
Mandatory	Yes (for a completed application)	
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>	
Purpose	To assess the calculations of processing times for permit applications by Responsible Authority to identify trends in efficiency indicators.	
Notes	This field is sometimes determined based on workflow and clock calculation data. The value of "60" should be recorded as a parameter.	

2.8 VicSmart time frame

VicSmart time frame		
Definition:	Responsible Authority opinion on whether a decision on an application for a planning permit occurred within the 10 day time frame for VicSmart Applications.	
Data Type	Integer	
Standard	N/A	
Domain	0	Not yet determined (not valid for a completed application where the answer is "Yes" to VicSmart Field (1.8))
	1	No (greater than 10 days)
	2	Yes (less than or equal to 10 days)
Domain definitions		
Business Rules	Where a decision is made, Responsible Authority to indicate whether in its opinion the application was processed within the designated time period or not.	
Mandatory	Yes (for a completed application that has a "yes" in the VicSmart field (1.8))	
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>	
Purpose	To assess the calculations of processing times for permit applications by Responsible Authority to identify trends in efficiency indicators.	
Notes	This field is sometimes determined based on workflow and clock calculation data. The value of "10" should be recorded as a parameter.	

2.9 Cultural Heritage Management Plan

Cultural Heritage Management Plan		
Definition:	Whether a cultural heritage management plan was required.	
Data Type	Integer	
Standard	N/A	
Domain	0	Not yet determined (not valid for a completed application)
	1	No
	2	Yes
Domain definitions		
Business Rules	Where a Cultural Heritage Management Plan is required for the application to be processed.	
Mandatory	Yes - for a decided application	
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>	
Purpose	To ensure permits are not issued when a Cultural Heritage Management Plan is required but not provided.	
Notes	This field is sometimes determined based on workflow data. Added in release 7.7	

2.10 Cultural Heritage Management Plan date provided

Cultural Heritage Management Plan Date Provided	
Definition	Date of the Cultural heritage Management plan.
Data Type	Date
Standard	ISO 8601-2003
Domain	YYYY-MM-DD and the XML/Schema type xs:date
Domain Definitions	
Business Rules	Where the Cultural Heritage management plan is required the date on which it is supplied.
Mandatory	No
For use in	In public report <input type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/>
Purpose	To ensure permits are not issued when a Cultural Heritage Management Plan is required but not provided.
Notes	<p>Most responsible authorities collect dates in the DD/MM/YYYY and this will need to be translated as part of the transfer process. Added in release 7.7</p> <p>A cultural Heritage Management plan maybe required but not applied for by the applicant if the application has been withdrawn by the applicant.</p>

3. Application Categories

3.1 Application categories

Application categories																																																							
Definition:	The categories for which an application for a planning permit is required.																																																						
Data Type	A list of Integers																																																						
Domain	<table border="1"> <tr><td>0</td><td>Not yet determined (not valid for a completed application)</td></tr> <tr><td>1</td><td>Change or extension of use</td></tr> <tr><td>2</td><td>Alterations to a building structure or dwelling</td></tr> <tr><td>3</td><td>Extension to an existing dwelling or structure associated with a dwelling</td></tr> <tr><td>4</td><td>Extension to existing building or structure (other than dwelling)</td></tr> <tr><td>5</td><td>One or more new buildings</td></tr> <tr><td>6</td><td>Single dwelling</td></tr> <tr><td>7</td><td>NOT IN USE</td></tr> <tr><td>8</td><td>NOT IN USE</td></tr> <tr><td>25</td><td>Multi-dwelling</td></tr> <tr><td>9</td><td>Other buildings and works (including septic tanks, dams, earthworks)</td></tr> <tr><td>10</td><td>Demolition</td></tr> <tr><td>11</td><td>Native vegetation removal</td></tr> <tr><td>12</td><td>Other vegetation removal</td></tr> <tr><td>13</td><td>Consolidation</td></tr> <tr><td>14</td><td>NOT IN USE</td></tr> <tr><td>15</td><td>NOT IN USE</td></tr> <tr><td>26</td><td>Subdivision of land</td></tr> <tr><td>16</td><td>Subdivision buildings</td></tr> <tr><td>17</td><td>Subdivision - Change to easement and/or restrictions</td></tr> <tr><td>18</td><td>Subdivision - Removal of covenant</td></tr> <tr><td>24</td><td>Subdivision – Realignment of boundary</td></tr> <tr><td>19</td><td>Liquor License</td></tr> <tr><td>20</td><td>Waiving of parking requirement</td></tr> <tr><td>21</td><td>Signage</td></tr> <tr><td>22</td><td>Telecommunications Facility</td></tr> <tr><td>23</td><td>Other</td></tr> </table>	0	Not yet determined (not valid for a completed application)	1	Change or extension of use	2	Alterations to a building structure or dwelling	3	Extension to an existing dwelling or structure associated with a dwelling	4	Extension to existing building or structure (other than dwelling)	5	One or more new buildings	6	Single dwelling	7	NOT IN USE	8	NOT IN USE	25	Multi-dwelling	9	Other buildings and works (including septic tanks, dams, earthworks)	10	Demolition	11	Native vegetation removal	12	Other vegetation removal	13	Consolidation	14	NOT IN USE	15	NOT IN USE	26	Subdivision of land	16	Subdivision buildings	17	Subdivision - Change to easement and/or restrictions	18	Subdivision - Removal of covenant	24	Subdivision – Realignment of boundary	19	Liquor License	20	Waiving of parking requirement	21	Signage	22	Telecommunications Facility	23	Other
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23	Other																																																						
Domain definitions	See Appendix: Glossary of terms																																																						
Business Rules	<p>A category should be selected for each reason a permit is required.</p> <p>Multiple application categories are allowed and expected in many cases.</p> <p>The "Other" category applies to specific types of application as categorised by the planning schemes. "Other" may be selected when multiple categories are selected.</p>																																																						
Mandatory	Yes (for a decided application - i.e. with an application outcome 1-6)																																																						
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>																																																						
Purpose	To analyse the efficiency and effectiveness of the planning process and provide an understanding of planning activity.																																																						
Notes	<p>Data quality of this field is expected to be reasonable but not perfect. Domains 6 & 25 are mutually exclusive categories. The "other" category can be used when the reason for an application for a planning permit is defined as other in the planning scheme definition.</p> <p>Implementations of this data element may use the list above, map from an existing list of categories, or some combination of both (i.e. two lists) In any case, the data in the Return must be a list of numbers taken from the categories specified above.</p> <p>Domains 8 and 15 were removed from use in release 7.8; ideally these would have been deleted and the list renumbered, however clean integration of this with data in the older data set prohibits this</p>																																																						

3.2 Current land use

Current land use		
Definition:	The current activity undertaken on the land that is the subject of the application for a planning permit.	
Data Type	Integer	
Standard	N/A	
Domain	0	Not yet determined (not valid for a completed application)
	1	Agriculture
	2	Food and drink premises
	3	Industry and warehouse
	4	Leisure & recreation
	5	Office
	6	Place of assembly
	7	Residential / Accommodation
	8	Retail Premises
	9	Vacant
	10	Other land use
	11	Child Care
	12	Education Centre
	13	Mineral Extraction
	14	Pleasure Boat Facility
	15	Transport Terminal
	16	Utility Installation
17	Mixed Use	
Domain definitions		
Business Rules	Main use of the land as defined by the Responsible Authority.	
Mandatory	Yes (for a decided application - i.e. with an application outcome 1-6)	
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>	
Purpose	To understand trends in applications for planning permit by land use. To compare land use with other variables to identify relationships and trends.	
Notes	Need to provide mapping to enable look up for categories. Land use sub-categories will need to be defined to enable categorisation and advice provided to Responsible Authorities to improve consistency of categorisation. The changes to the data values reflect more accurately to the nested diagrams within VPP clause 75. Codes 11-17 added in release 7.7	

3.3 Proposed land use

Proposed land use		
Definition:	The purpose for which the land is proposed to be used should the planning permit be granted.	
Data Type	Integer	
Standard	N/A	
Domain	0	Not yet determined (not valid for a completed application)
	1	Agriculture
	2	Food and drink premises
	3	Industry and warehouse
	4	Leisure & recreation
	5	Office
	6	Place of assembly
	7	Residential / Accommodation
	8	Retail Premises
	9	Vacant
	10	Other land use
	11	Child Care
	12	Education Centre
	13	Mineral Extraction
	14	Pleasure Boat Facility
	15	Transport Terminal
	16	Utility Installation
17	Mixed Use	
Domain definitions	To be completed – need to give sub categories for each category.	
Business Rules	Proposed land use of land as defined by Responsible Authority. The Proposed land use must be the same as the Current land use unless an Application category (3.1) of “Change or extension of use” has been specified.	
Mandatory	Yes (for a decided application - i.e. with an application outcome 1-6)	
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>	
Purpose	To enable changes in land use to be mapped. To enable analysis of the efficiency and/or effectiveness of the Responsible Authority.	
Notes	Need to provide mapping to enable look up for categories. Land use sub-categories will need to be defined to enable categorisation and advice provided to Responsible Authorities to improve consistency of categorisation. The changes to the data values reflect more accurately to the nested diagrams within VPP clause 75. Codes 11-17 added in release 7.7	

3.4 Number of new dwellings (yield)

Number of New Dwellings (Yield)	
Definition	The number of new dwellings (yield) that would be created as a result of a planning permit. Eg, if an application is to demolish an existing building and construct 3 new dwellings, then the yield is 2 new dwellings.
Data Type	Integer
Standard	N/A
Domain	Signed integer
Domain definitions	
Business Rules	If Application Categories 6 or 25 are selected, then the net number of dwellings (yield) needs to be completed.
Mandatory	Yes – If application categories 6 or 25 are selected.
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/>
Purpose	To report to the Minister on the net increase or decrease of housing stock across the state.
Notes	Added in release 7.7 A negative interger is allowed for this field

3.5 Number of lots (yield)

Number of lots (yield)	
Definition	The number of lots (yield) that would be created as a result of a planning permit. Eg, if an application is to consolidate 2 lots and divide into 5 differing lots, then the yield is 3 new lots.
Data Type	Integer
Standard	N/A
Domain	Signed integer
Domain definitions	
Business Rules	If Application Categories 13, 16 or 26 are selected, then the net number of lots (yield) needs to be completed.
Mandatory	Yes – If application categories 13, 16 or 26 are selected.
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/>
Purpose	To report to the Minister on the net increase or decrease of allotted land across the state.
Notes	Added in release 7.8 This field can accept a negative integer

4. Application Outcome

4.1 Responsible Authority outcome

Responsible Authority outcome																							
Definition	The decision of Responsible Authority on an application for a planning permit and whether this outcome was from Responsible Authority, or Responsible Authority officers by instrument of delegation pursuant to Section 98 of the Local Government Act 1989. Also includes other actions that lead to the completion of processing of an application such as withdrawal by the applicant or lapsing.																						
Data Type	Integer																						
Standard	N/A																						
Domain	<table border="1"> <tr> <td>0</td> <td>In progress</td> </tr> <tr> <td>1</td> <td>Permit issued by a delegate of the Responsible Authority</td> </tr> <tr> <td>2</td> <td>Permit issued by the Responsible Authority</td> </tr> <tr> <td>3</td> <td>Notice of Decision issued by a delegate of the Responsible Authority</td> </tr> <tr> <td>4</td> <td>Notice of Decision issued by the Responsible Authority</td> </tr> <tr> <td>5</td> <td>Refusal issued by a delegate of the Responsible Authority</td> </tr> <tr> <td>6</td> <td>Refusal issued by the Responsible Authority</td> </tr> <tr> <td>7</td> <td>No permit required</td> </tr> <tr> <td>8</td> <td>Withdrawn</td> </tr> <tr> <td>9</td> <td>Lapsed</td> </tr> <tr> <td>10</td> <td>Failure to determine</td> </tr> </table>	0	In progress	1	Permit issued by a delegate of the Responsible Authority	2	Permit issued by the Responsible Authority	3	Notice of Decision issued by a delegate of the Responsible Authority	4	Notice of Decision issued by the Responsible Authority	5	Refusal issued by a delegate of the Responsible Authority	6	Refusal issued by the Responsible Authority	7	No permit required	8	Withdrawn	9	Lapsed	10	Failure to determine
0	In progress																						
1	Permit issued by a delegate of the Responsible Authority																						
2	Permit issued by the Responsible Authority																						
3	Notice of Decision issued by a delegate of the Responsible Authority																						
4	Notice of Decision issued by the Responsible Authority																						
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6	Refusal issued by the Responsible Authority																						
7	No permit required																						
8	Withdrawn																						
9	Lapsed																						
10	Failure to determine																						
Domain definitions	See Appendix: "Glossary of Terms"																						
Business Rules	<p>Planning Committees are generally councillors, CEOs, Planning Managers etc. Permits, NOD's and Refusals can be determined under delegation or by council committee. Therefore each authority is distinguished by the outcome types 3-6.</p> <p>Sub committees are included as the Responsible Authority.</p> <p>An application called-in by the Minister should shown as 'Withdrawn' (8) by Council.</p> <p>A 'Cancelled' Application should be coded as 'No Permit Required' (7).</p> <p>A 'Prohibited Use' outcome should be mapped as 'No Permit Required' (7).</p>																						
Mandatory	Yes																						
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>																						
Purpose	<p>To analyse variables such as processing time or type of application by the outcome category.</p> <p>To identify the proportion of successful and unsuccessful applications.</p> <p>To analyse effectiveness indicators when combined with VCAT outcomes.</p>																						
Notes	In the codes above, "issued" refers to either "issued" or "amended" / "to amend a permit".																						

4.2 Date of Responsible Authority outcome

Date of Responsible Authority outcome	
Definition:	The date that the Responsible Authority outcome was issued to the applicant.
Data Type	Date
Standard	ISO 8601-2003 and the XML/Schema type xs:date
Domain	YYYY-MM-DD, omitted if the outcome is "In progress" (blank is not valid for a completed application)
Domain definitions	
Business Rules	This is normally the date that appears on the copy of the Notice of Determination or the letter advising that the application has been refused.
Mandatory	Yes for a completed application (i.e. where the Domain for Responsible Authority Outcome is any other Domain than "In Progress")
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>
Purpose	To calculate gross processing time the application is with the Responsible Authority (date of outcome less date application registered).
Notes	Most Responsible Authorities collect dates in the DD/MM/YYYY and this will need to be translated as part of the transfer process.

4.3 VCAT reference number

VCAT reference number	
Definition:	The unique identifiers assigned by VCAT to applications to appeal against a planning permit decision or processing period
Data Type	Multiple instances of Character
Standard	N/A
Domain	Valid VCAT reference number(s), or blank if no appeal.
Domain definitions	
Business Rules	Assigned by VCAT and supplied to Responsible Authorities on the notice of appeal. The VCAT reference number for each appeal must be specified and is unique. A section 96 combined application has no provision for VCAT appeals.
Mandatory	Yes if the application has been appealed to VCAT
For use in	In public report <input type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/>
Purpose	To enable planning permit activity data to be cross referenced with VCAT data.
Notes	This data element may appear multiple times.

4.4 VCAT lodgement date

VCAT lodgement date	
Definition	The date that the appeal is made to VCAT by the applicant.
Data Type	Date
Standard	ISO8601 and the XML/Schema type xs:date
Domain	YYYY-MM-DD, or omitted if no appeal
Domain definitions	
Business Rules	Date of the appeal lodged at VCAT by the applicant. If there are multiple requests to review a planning permit application, VCAT considers all appeals at the same time and makes one decision. A section 96 combined application has no provision for VCAT appeals.
Mandatory	Yes if an appeal has been made to VCAT.
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>
Purpose	To calculate any time-based information regarding VCAT outcome for the report. To identify completion of the appeal process.
Notes	Most Responsible Authorities collect dates in the DD/MM/YYYY and this will need to be translated as part of the transfer process. Added in release 7.7

4.5 VCAT grounds for appeal

VCAT grounds for appeal		
Definition:	The sections of the Planning and Environment Act under which the appeal to VCAT is made.	
Data Type	A list of Integers	
Domain	0	Not yet determined (not valid for a completed appeal)
	1	Section 77
	2	Section 79
	3	Section 80
	4	Section 82
	5	Section 78
	6	Section 81
	7	Section 87
	8	Section 149
Domain definitions	See Appendix: Glossary of Terms	
Business Rules	A ground should be selected for each reason the Appeal is lodged with VCAT. Multiple grounds are allowed.	
Mandatory	Yes if an appeal has been made to VCAT.	
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>	
Purpose	To analyse the efficiency and effectiveness of the planning process, with the expansion into VCAT process, and provide an understanding of planning activity.	
Notes	Added in release 7.8	

4.6 VCAT outcome

VCAT outcome		
Definition	The decision of VCAT to an appeal against an outcome or processing time of an application for a planning permit.	
Data Type	Integer	
Standard	N/A	
Domain	0	No appeal
	1	In progress
	2	Affirmed
	3	Varied
	4	Set Aside
	5	Withdrawn/Struck Out
	6	Remit
Domain definitions	See Appendix: Glossary of Terms	
Business Rules	The selection of the "In progress" field indicates that an appeal to VCAT has been made but no decision has yet been made. If there are multiple requests to review a planning permit application, VCAT considers all appeals at the same time and makes one decision. A section 96 combined application has no provision for VCAT appeals.	
Mandatory	Yes if the application has been appealed to VCAT.	
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>	
Purpose	To analyse the effectiveness of the planning permit application process.	
Notes	These outcomes are those used by VCAT themselves, and are the ones communicated to Council upon completion of the appeal.	

4.7 VCAT outcome date

VCAT decision date	
Definition	The date that the outcome of the VCAT appeal process is advised to the applicant by the Responsible Authority.
Data Type	Date
Standard	ISO8601 and the XML/Schema type xs:date
Domain	YYYY-MM-DD, or omitted if no appeal
Domain definitions	
Business Rules	Date of the issue of the permit or letter advising that a permit has not been granted. If there are multiple requests to review a planning permit application, VCAT considers all appeals at the same time and makes one decision. A section 96 combined application has no provision for VCAT appeals.
Mandatory	Yes if an appeal has been made to VCAT and the permit, or letter of refusal, has been issued by the Responsible Authority.
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>
Purpose	To calculate any time-based information regarding VCAT outcome for the report. To identify completion of the appeal process.
Notes	Most Responsible Authorities collect dates in the DD/MM/YYYY and this will need to be translated as part of the transfer process. It is possible that this field will be blank even if a VCAT determination has been made as there may be a delay between receipt of the determination by the Responsible Authority and issuing appropriate correspondence to the applicant.

4.8 Final outcome

Final outcome		
Definition	This is the final result of the application,	
Data Type	Integer	
Standard	N/A	
Domain	0	No yet determined
	1	Permit issued by a delegate of the Responsible Authority
	2	Permit issued by the Responsible Authority
	3	No permit issued
Domain definitions	See Appendix: Glossary of Terms	
Business Rules	The final outcome is the end result of the application process after taking into consideration the Responsible Authority outcome as well as any VCAT determinations.	
Mandatory	Yes	
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>	
Purpose	To allow for a quick count of exact numbers of permits issued throughout the state. To identify the proportion of successful and unsuccessful applications. To analyse effectiveness indicators when combined with VCAT outcomes. To separate the final result of an application from the decision processes to allow for better analysis of said process.	
Notes	In the codes above, "issued" refers to either "issued" or "amended" / "to amend a permit". Applications that are not subject to the 'Notice of Decision (NOD) process must still have this field completed. Added in release 7.8	

4.9 Date of final outcome

Date of final outcome	
Definition:	The date that the Responsible Authority either issued the permit or refusal to the applicant, whether themselves or under the direction of VCAT.
Data Type	Date
Standard	ISO 8601-2003 and the XML/Schema type xs:date
Domain	YYYY-MM-DD, omitted if the outcome is "in progress" (blank is not valid for a completed application)
Domain definitions	
Business Rules	This is normally the date that appears on the copy of the permit or the letter advising that the application has been refused.
Mandatory	Yes for a completed application (i.e. where the Domain for Final Outcome is any other Domain than "In progress")
For use in	In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/>
Purpose	To calculate gross processing time (date of outcome less date application registered).
Notes	Most Responsible Authorities collect dates in the DD/MM/YYYY and this will need to be translated as part of the transfer process. Applications that are not subject to the 'Notice of Decision (NOD) process must still have this field completed. Added in release 7.8

Glossary of terms

Application category definitions

Change or extension of use: An application which proposes a change to the use of the land eg office to retail, industrial to warehouse, residential to restaurant or an application which proposes an intensification or increases in the way land is used eg expanding an office, increasing retail floor space.

Alterations to existing building or structure: An application proposing generally minor physical alterations to an existing building, other than an extension, for example, new painting, new fence, new windows.

Extension to existing dwelling or structure associated with a dwelling: An application to extend or increase the physical size of an existing dwelling or to construct or extend a building associated with an existing dwelling including a garage, carport, tennis court, swimming pool, pergola.

Extension to existing building or structure (other than dwelling) An application to extend a building or structure such as a shop, office, warehouse, factory.

One new building An application which involves the construction of a new building, such as a new office, factory or shop.

Single dwelling An application which involves the construction of one new dwelling.

Multi-dwellings An application that involves the construction of more than one new dwelling.

Other buildings and works An application that involves any other buildings and works such as road works, bus shelters, landscaping and including dams, septic tanks.

Demolition An application that involves demolition of a building or structure.

Native vegetation removal An application to remove, lop or destroy native vegetation including trees, shrubs, herbs and grasses".

Other vegetation removal An application involving the removal of vegetation, other than native vegetation.

Consolidation An application that involves the consolidation of two or more existing lots.

Subdivision of land An application that proposes the subdivision of land into two or more lots.

Subdivision buildings An application that involves the subdivision of an existing building.

Subdivision - Change to easement An application that involves a change to an existing easement that applies to the land.

Subdivision - Removal of covenant An application that proposes the removal of an existing covenant that applies to the land.

Subdivision – Realignment of Boundary An application that proposes to change or re-align the property boundary through subdivision or consolidation of land.

Liquor License An application that proposes a new liquor license or change in the terms of an existing liquor license.

Waiving of parking requirement An application which requires consent for a waiver or reduction in car parking requirements.

Signage: An application to build a new or alter an existing sign.

Other: Any other application.

Responsible Authority outcome definitions

Not yet determined: Any application where a Responsible Authority is still considering the issuing of a permit.

Notice of Decision issued by a delegate of the Responsible Authority: Any notice of decision to grant a permit issued by a Responsible Authority in accordance with Section 64 of the Planning and Environment Act 1987, by instrument of delegation pursuant to Section 98 of the Local Government Act 1989.

Notice of Decision issued by the Responsible Authority: Any notice of decision to grant a permit issued by a Responsible Authority under Section 64 of the Planning and Environment Act 1987.

Refusal issued by a delegate of the Responsible Authority: Any refusal of permit issued by a Responsible Authority in accordance with Section 65 of the Planning and Environment Act 1987, by instrument of delegation pursuant to Section 98 of the Local Government Act 1989.

Refusal issued by the Responsible Authority: Any refusal of permit issued by a Responsible Authority under Section 65 of the Planning and Environment Act 1987.

No permit required: The Responsible Authority registers the application but on further analysis by the Responsible Authority planner it is determined that no permit is required for that use or purpose.

Withdrawn: The applicant decides not to proceed with the application and advises the Responsible Authority in writing of that decision.

Lapsed: From Planning and Environment (General Amendment) Act 2004, Act No. 81/2004

- 1) An application for a permit lapses if the information required under section 54(1) within the prescribed time under that section (or that requirement as changed by the Tribunal under section 78(b)) is not given by the final lapse date for the application.
- 2) The final lapse date for an application is the last of the following to occur:

- a) the lapse date specified in the notice under section 54(1A);
- b) the new lapse date set out in a notice under section 54A, if applicable;
- c) if the applicant has made an application to the Tribunal under section 78(b) in respect of the requirement for more information and the Tribunal has confirmed or changed the requirement, the new lapse date determined by the Tribunal under section 85(3);
- d) if the applicant has made an application to the Tribunal under section 81(2) in respect of the refusal or failure of the Responsible Authority to extend the time to give the information and the Tribunal extends the time, the day after the end of the extended time;
- e) if the applicant has made an application to the Tribunal under section 81(2) in respect of the refusal or failure of the Responsible Authority to extend the time to give the information and the Tribunal refuses to extend the time, the day that is 14 days after the day on which the Tribunal makes its determination."

Failure to Determine: The Responsible Authority has not reached a determination on the application prior to the time prescribed under section 79 of the Act

VCAT grounds for appeal definitions

Section 77: An appeal against a Responsible Authority's decision to refuse the issue of a permit

Section 79: An appeal for a decision after the expiration of the prescribed time under section 79 of the Act (Failure to determine)

Section 80: An appeal against conditions that have been placed upon the permit issued by the Responsible Authority

Section 82: An appeal against a Responsible Authority's decision to issue a permit

VCAT outcome definitions

In progress An appeal has been received by VCAT, and is currently under consideration

Affirmed The Tribunal affirms the original decision made by the Responsible Authority (and is a refusal in the instance of a failure to determine)

Varied The Tribunal agrees to vary the original decision made by the Responsible Authority

Set Aside The Tribunal overturns the original decision made by the Responsible Authority

Withdrawn/Struck Out The applicant withdraws their appeal, or the Tribunal determines there is no grounds for appeal

Remit The Tribunal determines that the Responsible Authority is to make the decision and sends the application back for review.