

PLANNING FEES AND CHARGES

The following fees and charges are calculated based on the current 2024-2025 financial year fee unit indexation rate as derived from the Department of Treasury and Finance Victoria. The fee unit amount is derived from Planning and environment act 1987 under section 47 of the Planning and Environment Act 1987 (regulation 9)

APPLICATIONS FOR PERMITS AND APPLICATIONS TO AMEND PERMITS

(Exclusive of GST)

Type of Application	Permit Application Fee	Fee to Amend Existing Permit
Use only (includes change of use, liquor licence and car parking waiver)	\$1,453.40 (Class 1)	\$1,453.40 (Class 1)
Amendment to a permit to change the statement of what the permit allows or to change any or all of the conditions which apply to the permit	N/A	\$1,453.40 (Class 2)

Single dwelling

To develop land or use and develop land and undertake development ancillary to the use of land **for a single dwelling per lot** included in the application, including the removal of trees (other than a VicSmart permit or a permit to subdivide or consolidate land) if the estimated cost of the development is:

Type of Application	Permit Application Fee	Fee to Amend Existing Permit
\$10,000 or less	\$220.50 (Class 2)	\$220.50 (Class 3)
More than \$10,000 but not more than \$100,000	\$694.00 (Class 3)	\$694.00 (Class 4)
More than \$100,000 but not more than \$500,000	\$1,420.70 (Class 4)	\$1,420.70 (Class 5)
More than \$500,000 but not more than \$1,000,000	\$1,535.00 (Class 5)	\$1,535.00 (Class 6)
More than \$1,000,000 but not more than \$2,000,000	\$1,649.30 (Class 6)	N/A

VicSmart applications

A permit that is the subject of a VicSmart application if the estimated cost of the development is:

Type of Application	Permit Application Fee	Fee to Amend Existing Permit
VicSmart application if estimated cost of development is \$10,000 or less	\$220.50 (Class 7)	\$220.50 (Class 7)
VicSmart application if estimated cost of development is more than \$10,000	\$473.60 (Class 8)	\$473.60 (Class 8)
VicSmart application to subdivide or consolidate land	\$220.50 (Class 9)	\$220.50 (Class 9)
VicSmart application (other than a class 7, 8 or 9 permit)	\$220.50 (Class 10)	\$220.50 (Class 10)

Other development

To develop land including commercial development, multi-dwellings, signs, removal of trees, etc (other than for a single dwelling per lot or to subdivide or consolidate land) if the estimated cost of the development is:

Type of Application	Permit Application Fee	Fee to Amend Existing Permit
\$100,000 or less	\$1,265.60 (Class 11)	\$1,265.60 (Class 11)
More than \$100,000 but not more than \$1,000,000	\$1,706.50 (Class 12)	\$1,706.50 (Class 12)
More than \$1,000,000 but not more than \$5,000,000	\$3,764.10 (Class 13)	\$3,764.10 (Class 13)
More than \$5,000,000 but not more than \$15,000,000	\$9,593.90 (Class 14)	\$3,764.10 (Class 13)
More than \$15,000,000 but not more than \$50,000,000	\$28,291.70 (Class 15)	\$3,764.10 (Class 13)
More than \$50,000,000	\$63,589.00 (Class 16)	\$3,764.10 (Class 13)

Subdivision

Type of Application	Permit Application Fee	Fee to Amend Existing Permit
Amendment to a permit - to subdivide an existing building (other than a class 9 permit)	N/A	\$1,453.40 (Class 14)
Amendment to a permit - to subdivide land into two lots (other than a class 9 or 17 permit)	N/A	\$1,453.40 (Class 15)
Amendment to a permit - to effect a realignment of a common boundary between lots or to consolidate two or more lots (other than a class 9 permit)	N/A	\$1,453.40 (Class 16)
To subdivide an existing building (other than a class 9 permit)	\$1,453.40 (Class 17)	\$1,453.40 (Class 17)
To subdivide land into 2 lots (other than a class 9 or class 17 permit)	\$1,453.40 (Class 18)	\$1,453.40 (Class 18)
To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a class 9 permit)	\$1,453.40 (Class 19)	\$1,453.40 (Class 19)
Subdivide land (other than a class 9, class 17, class 18, or class 19 permit)	\$1,453.40 (Class 20) per 100 lots created	N/A
To create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or To create or remove a right of way; or To create, vary or remove an easement other than a right of way; or To vary or remove a condition in the nature of an easement (other than right of way) in a Crown grant.	\$1,453.40 (Class 21)	N/A

Other fees

Type of Application	Permit Application Fee	Fee to Amend Existing Permit
A permit not otherwise provided for in the regulation	\$1,453.40 (Class 22)	\$1,453.40 (Class 22)



Under Regulations 10 and 13 of the Planning and Environment (Fees) Regulations, statutory fees are cumulative. If your application falls into several categories, the highest fee and 50% of each of the other fees, which would have applied if separate applications were made, are payable.

AMENDING AN APPLICATION AFTER NOTICE HAS BEEN GIVEN (after advertising)

(Inclusive of GST)

Regulation	Purpose	Amount
12	Section 57A - Amend an application.	<ul style="list-style-type: none"> 40% of the application fee for that class of permit or amendment to permit. where the class of application changes resulting in a higher application fee, the difference between the original fee and the fee for the new class also applies.

SUBDIVISION CERTIFICATION

(Inclusive of GST)

Regulation	Purpose	Amount
6	For certification of a plan of subdivision	\$192.70
7	Alteration of plan under section 10(2) of the Act	\$122.50
8	Amendment of certified plan under section 11(1) of the Act	\$155.10

OTHER SUBDIVISION FEES

(Inclusive of GST)

Regulation	Purpose	Amount
9	Checking of engineering plans	0.75% of the estimated cost of construction of the works proposed in the engineering plan (maximum fee)
10	Engineering plan prepared by council	3.5% of the cost of works proposed in the engineering plan (maximum fee)
11	Supervision of works	2.5% of the estimated cost of construction of the works (maximum fee)

NON-STATUTORY PLANNING FEES

(Inclusive of GST)

These fees/charges have been adopted by Council and are mandatory.

Purpose	Amount
Advertising – Administration fee and signage	\$125.00
Advertising – Letters to adjoining owners	\$66.00
Cancellation after advertising commenced	No Refund
Cancellation after direction to advertise but before commenced	Refund ½ of application fee
Cancellation due to prohibited proposal	\$175.00
Cancellation of application when no work carried out	Refund ¾ of application fee
Condition Plan assessment - Second and subsequent submission (plans submitted for endorsement as required by conditions of a planning permit)	\$114.00
Miscellaneous Planning Consent	\$452.00
Preparation and registration of section 173 Agreement	\$1408.00
Property Enquiries/Plan Search – (Site history/copies of permits/copies of endorse plans/etc.) – Off Site Archives pre 2012	\$239.00
Property Enquiries/Plan Search – (Site history/copies of permits/copies of endorse plans/etc.) – On Site Archives from 2012 onwards	\$57.00
Request extension of time to planning permit (first request)	\$304.00
Request extension of time to planning permit (second request)	\$452.00
Request extension of time to planning permit (third and subsequent request)	\$677.00
Review of section 173 Agreement not prepared by Council	Fee determined by solicitor
Secondary Consent	\$304.00
Written request for Demolition Control advice (Section 29A – Form 8)	\$185.00
Written request for General Planning advice	\$185.00
Written request for Heritage Control advice	\$185.00

Additional Information

 [Download the Hepburn PDF Scheme](#)

 [State Government Planning Fees](#)

Lodgement and Contacts

 [Lodge an application Online \(Hepburn Shire Council\)](#)

 [Fill in this downloadable form](#)

 [\(03\) 5348 2306](tel:(03)53482306)

 planningsupport@hepburn.vic.gov.au

 [Click for a full list of office locations](#)

Planning Application Checklists



The Planning Department encourages pre-application meetings prior to the submission of planning applications. For all pre-application advice you are required to book an appointment. Please call Customer Service on (03) 5348 2306.