

#### 1. Log into My Mount Alexander

A registered user account is required to submit an application or amendment. From the Portal Home screen select 1 Log on or Register. Follow steps to log in to your account.

Free Reserver > Por	tal Home					Log On	•••
Welcome Guest User						Local Government - Austr	ralia (CNCL)
	Guest	^	$\odot$	Activity	^	Services	^
Quick Links		^	Public Planning Register		×	Got an issue?	^
Log on or register	1	>	Planning Applications on Notice		~	Submit a Customer Request	>
						Apply for Something (Registered Users Only)	^
						Log on or register	>

Select to Login to the My Mount Alexander portal with your **2** user name or email and password

If you don't have an account you can register on one by clicking on **3** Don't have an account? followed by **4** Register using Email





#### 2. Submit an Application / Enquiry

To submit an new application or an amendment for an application that is not accessible via your account click on **5** Submit an Application or Amendment.

Where the application type is an amendment you maybe asked for the original planning application number if available.

Portal Home     Portal Home				(	
Welcome, Tracey Registered User				Local Government - Au	stralia (CNCL)
Tracey Roberts	^	Activity	^	Services	^
My Details	^	Recent Activity	^	Got an issue?	^
Update your contact details below		Select an item to view more details		Submit a Customer Request	>
TOGMAIL.COM	>	VicSmart Planning Permit Extension of Time PA119/2024	LODGED	Apply for something	^
My Details	>	VicSmart Planning Permit		Submit an Application or Amendment	>
Quick Links	^	V\$105/2024	LODGED >	D Public Planning Register	>
🖽 My Requests	>			Planning Applications on Notice	>
My Applications	>				

At the **Enquiries** screen click on the **6 Start** button to Lodge a planning permit or associated application

	Contraction > Enquiries	
Search	h D	
1 Enqui	iry Type. Select an enquiry type to view the details.	
Lodge	a planning permit or associated applications	
	Before starting your planning enquiry/hop/lication, please ensure you have everything you need. Following submission of your application an involce for fees will be sent for payment. Payment is required prior to your application being processed. Please contact Customer Sentice on 03 5471 1700 or visit our offices to make your payment once you receive your involce	
	To find our more information about the planning process or if you need assistance visit our website. For information on Planning Fees refer to the fee schedule.	Serve

## 3. Type of Application

Use the **7** drop down arrow to select the Type of Application to be submitted. ie **8** New Planning Permit. Complete the questions, select the property the application relates to and select next. Follow the prompts to the **Application Lodgement** screen.

Contraction > Enquiry						•	•
					Mare 🤰	Mare 🌲 🔍 Previous	Mare 🅞 < Previous N
Step 1 Lodge a planning permit or associated ap	Det	ails		Image: Trend of the second			
Step 2	^	Type of Application					
Application Details		Select from List *		6			
summary Summary		Description	Search Terms	ther			
		Amend a current VicSmart Planning Permit					
	^	Amend a Planning Permit under Secondary Consent					
		Amend a Planning Permit under Section 72					
		Extension of time to a current Planning Permit		Add			
	8	New Planning Permit		another			
	-	VicSmart Planning Permit					



### 4. Application Lodgement

On the **Application Lodgement** screen the **Actions Required** section lists items in Red that are mandatory requirements for completion prior to submission of the amendment. Click the **10 Go** button to access the mandatory screen for completion.

ççi Applie	cation Lodgement	•	
More  Planning Application Amene 11155   27 Lyttleton Street CASTLE	tment (50, 50A, 57) (Default) AANE VICTORA 3450		
2 Details	Additional Questions Cancel Save	Actions Required 9	»
Additional Questions 5 questions 4 mandatory questions	Planning Application Amendment (50, 504, 57)  Is this amendment application before or after notice has been given? *      What are of the detention section in the section of the sec	4 actions required. When completed, application(s) will be ready to Mandatory additional questions are required to be answered Renning Application Renderer (50, 504, 57)   Rendment	REQUIRED
Applicants 1 applicant	The America Reported	Mandatory details questions have been answered Planning Application Amendment (50, 504, 57)   Amendment	COMPLETED
Other People	What is the amendment being applied for?  • Indicate the type of changes proposed to the permit application.	Applicant: Tracey Roberts Planning Application Amendment (50, 504, 57) Amendment	COMPLETED
Fees 1 item	<ul> <li>List details of the proposed dranges.</li> <li>Provide plant details (or the proposed changes to the endorsed plant, together with: any information required by the planning scheme, requested by Council or outlined in a Council checklas; and if required, include a description of the likely effect of the proposal.</li> </ul>	Debtor account: Tracey Roberts Planning Application Amendment (50, 504, 57)   Amendment	COMPLETED
2 Attachments	Phase provide details on the proposed amendments to the planning application, *		
	Estimated Cost of Works - Amended Development (if no development proposed in amendments please use 0). * 0.00		
	I occure that is mine applicant; that ail me information in this application is the and correct; that all changes to the permit and plain have been listed as part of the amended proposal and that the owner (if not myself) has been notified of the permit application.		

Answer questions, add attachments, and any additional requirements. When completed all Actions Required will turn **11 Green** and the **12 Finalise and Lodge** button will appear.

Construction > Application	on Lodgement Sive		
Finalise and lodge			
Planning Application Amendme	nt (50, 504, 57) (Default)		
Details Ready To Lodge	Additional Questions	Actions Required	»
theory to conge	<ul> <li>Planning Application Amendment (50, 504, 57)</li> </ul>	4 actions required. When completed, application(s) will be read	iy to lodge.
Additional Questions 5 questions 4 mandatory questions	Is this smeadward application before or after notice has been given? Section 504 - Amendment to application by responsible authority before notice.	Mandatory additional questions have been answered Planning Application Amendment (50, 504, 57)   Amendment	COMPLETED
Applicants 1 applicant	When part of the planning application do you with to amend? Proposal	Mandatory details questions have been answered Planning Application Amendment (50, 504, 57)   Amendment	COMPLETED
Other People	The Amended Proposal What is the amendment being applied for?	Applicant: Tracey Roberts Planning Application Amendment (50, 504, 57) Amendment	COMPLETED
Fees 1 Item	<ul> <li>Indicate the type of charges proposed to one permit approximation.</li> <li>List clearly of the proposed charges.</li> <li>Provide plant clearly identifying all proposed charges to the endorsed plant, together with: any information required by the planning scheme, requested by Council or unitide in a Council of theolities, and if required, include a description of the likely effect of the proposal.</li> </ul>	Debtor account: Tracey Roberts Planning Application Amendment (50, 504, 57)   Amendment	COMPLETED
Attachments	Please provide details on the proposed amendments to the planning application. g/the g		
	Estimated Cost of WixAs - Annexided Development III no development proposed in amendment please use 0). 3.000.00		
	I declare that I am the applicant; that all the information in this application is true and correct; that all changes to the permit and plan have been listed as part of the amended proposal and that the owner (if not myself) has been notified of the permit application.		

Your application or amendment has been lodged.





#### 5. Amendment to an existing application

To assist with managing applications and amendments, applicants may submit amendments to applications online via the portal.

If you have a registered account and have submitted applications via the portal they will appear under **My Applications** in the **Quick Links** section of the portal home screen.

Navigate to and view the application to be amended via **13** My Applications or in the Recent Activity list

For the second s			
Welcome, Tracey Registered User			Local Government - Australia (CNCL)
Tracey Roberts	^	C Activity	∧ Services ∧
My Details	^	Recent Activity	Got an issue?
Update your contact details below		Select an item to view more details	Submit a Customer Request >
T@GMAIL.COM	>	VicSmart Planning Permit Extension of Time PA119/2024	LODGED > Apply for something
My Details	>	Victore Managine Dermit	Submit an Application or Amendment >
Quick Links	^	VS105/2024	LODGED > D Public Planning Register >
My Requests	>		Planning Applications on Notice
My Applications	>		

#### Click the **14** More button and select the type of amendment to be submitted.

Harris Co.							
Grante amendment MicEmart Disenie	Dennis Amendment (Festion 72). Default enterne						
Create amendment - vicsmart Plannin	g Permit Amenoment (Section 72) - Default category						
Create stage - Planning Application Am	endment (50, 50A, 57) - Amendment	Vicsmart   Applicant Portal					
Create stage - VicSmart Planning Perm	t Extension of Time - Amendment			Summary			Send to PD
Create stage - VicSmart Planning Perm	it Secondary Consent - Amendment			VS105/2024 - VicSmart P	Ianning Permit - 27 Lyttleton Street	CASTLEMAINE	ICTORIA 3450
ting Payment	<ul> <li>Application Details</li> </ul>			Summary			
Application Stream	Application Type			Application Type	VicSmart Planning Permit		
1 item	VicSmart Planning Permit			Site Name			
	Category Vicsmart			Description	VicSmart Planning Permit (Vicsma	(3)	
Attachments	Description			Lodged	06/05/2024		
3 items	VicSmart Planning Permit (Vicsm	nart)					
Upload Documents	Site Name						
				Progress			
	Lodgement Payment Status			Description	Commenced	Due	Completed
Conditions				Application Lodged	06/05/2024		06/05/2024
1 item	V Key Dates						
Obligations	Application Lodgement Inform	matian					
0 items	Application Lodgement mon	mation					