

PS	PRE- APPLICATION (recommended)	LODGEMENT	INITIAL ASSESSMENT	REQUEST FOR FURTHER INFORMATION (RFI)	RFI RESPONSE	REFERRALS	ADVERTISEMENT	ASSESSMENT	DECISION	APPEAL DECISION (optional)	ISSUE DECISION
RT				?						60	FINISH
	Pre-application (recommended) Review the application requirements Consider if you need a pre-app meeting Find out about the Benalla Planning Scheme Consider if you need to talk to	Lodgement Ensure you have the required application information • Application form • Cover letter • Certificate of Title • Plans • Reports • Fees	Initial assessment Once lodged, we will begin assessing your application	Request for further information (RFI) (as required) If required, we may request further information, at latest 28 days after lodgement You must respond to the request within 30 days	RFI response We will determine if your response is sufficient	Referrals Your application may require referral to an external authority These authorities have 28 days to respond to a request	Advertisement We will advise you if you need to publicly advertise	Assessment We will assess all aspects of your application	Decision We will make a decision on your application Decisions can be made during a Council meeting or by Planning Officers	Appeal decision (optional) The applicant or an objector can lodge an appeal with the Victorian Civil and Administrative Tribunal (VCAT) The tribunal can review the permit decision	Issue decision If applicable, we will issue a planning permit
	your neighbours Consider engaging a professional	•	(L 1–28 days _		• C 7–28 days		(L) 14–28 days	7–28 days	2–4 weeks	(L) 3–12 months	

LEGEND



Only if required

Indicative timeframes

Timeframes are indicative only.

Timeframes are determined by project complexity, and the level and quality of information prepared for the application.

Requests for information (RFI) can vary the most (approx. 1.5–3 months) due to the level of documentation that an applicant may need to support their proposal.

Note: Timeframes do not include steps outside of planning (e.g. certification).

Straightforward and complex applications

Providing a high-quality application will increase the likelihood of a faster application process.

Straightforward applications, with no RFIs, referrals or objections, are usually processed within 6-8 weeks.

Complex applications, which may require referrals, receive objections and appeals, will often take longer (up to 9–12 months).