

# A guide to ePlanning

Streamline your planning experience with ePlanning– our planning portal designed to make submitting and managing applications easier and faster.

ePlanning allows you to:

- Submit and manage planning permit applications
- Make secure online payments
- Track an application's progress
- Access the planning register and view details of applications
- Make submissions to an application on public notice
- Request written advice and copies of documents
- Upload further information or additional documents
- Submit plans to comply with permit conditions

You can access ePlanning at [eplanning.cardinia.vic.gov.au](http://eplanning.cardinia.vic.gov.au).

This guide outlines step-by-step instructions for using ePlanning, including account setup, lodgement, document uploads, fee payments, submissions, and other processes.

## Contents

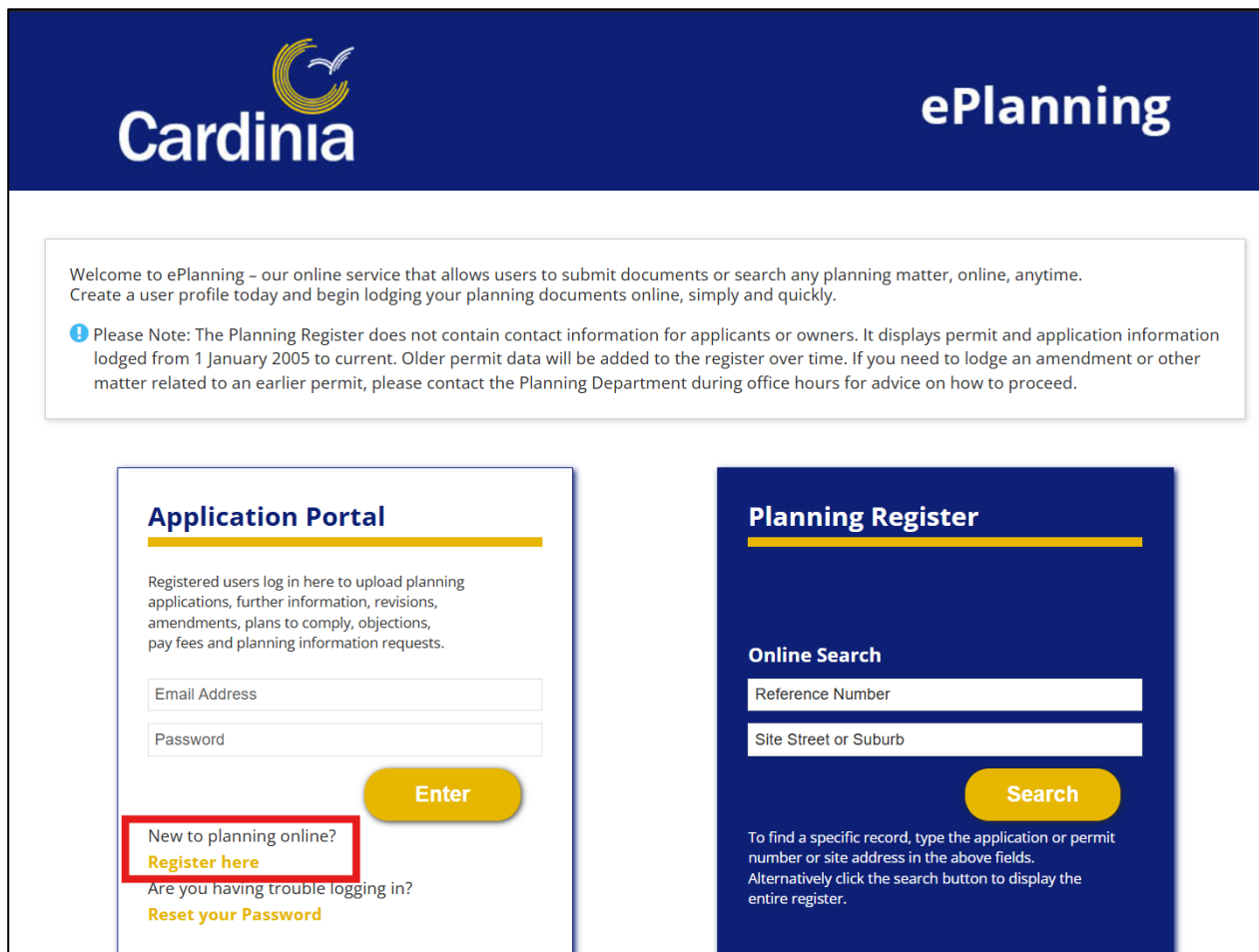
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## How do I register for ePlanning?

You need to be a registered user to access many of ePlanning's functions.

1. To register, select '**Register here**' from the ePlanning home page at <https://eplanning.cardinia.vic.gov.au/> and complete all required fields.
2. Once registered, you can login using your email address and password.
3. After logging in, your dashboard will display any **Drafts** and **Activities** associated with your account.
4. From the dashboard, you can:
  - Submit a new application
  - Respond to information requests
  - Make an enquiry
  - Lodge a submission
  - Search the planning register



The screenshot shows the Cardinia ePlanning website. The header features the Cardinia logo and the text 'ePlanning'. Below the header, a welcome message states: 'Welcome to ePlanning – our online service that allows users to submit documents or search any planning matter, online, anytime. Create a user profile today and begin lodging your planning documents online, simply and quickly.' A note below this states: 'Please Note: The Planning Register does not contain contact information for applicants or owners. It displays permit and application information lodged from 1 January 2005 to current. Older permit data will be added to the register over time. If you need to lodge an amendment or other matter related to an earlier permit, please contact the Planning Department during office hours for advice on how to proceed.'

The main content area is divided into two columns. The left column is titled 'Application Portal' and contains the text: 'Registered users log in here to upload planning applications, further information, revisions, amendments, plans to comply, objections, pay fees and planning information requests.' Below this text are input fields for 'Email Address' and 'Password', followed by an 'Enter' button. At the bottom of this column, there is a red-bordered box containing the text 'New to planning online?' and a yellow button labeled 'Register here'. Below this box, the text 'Are you having trouble logging in?' is followed by a yellow button labeled 'Reset your Password'.

The right column is titled 'Planning Register' and contains the text 'Online Search'. Below this text are input fields for 'Reference Number' and 'Site Street or Suburb', followed by a yellow button labeled 'Search'. At the bottom of this column, the text states: 'To find a specific record, type the application or permit number or site address in the above fields. Alternatively click the search button to display the entire register.'

# A guide to ePlanning

## Drafts

**Drafts** will display all incomplete activities associated with your account. To continue with an activity, select '**Complete**'. To delete an activity, select '**Delete**'.

| Drafts                 |           |              |                          |                        |
|------------------------|-----------|--------------|--------------------------|------------------------|
| Application            | Reference | Address      |                          |                        |
| Enquiry                | New       | Not Provided | <a href="#">Complete</a> | <a href="#">Delete</a> |
| Application for Permit | New       | Not Provided | <a href="#">Complete</a> | <a href="#">Delete</a> |

## Activities

**Activities** will display all submitted applications, requests, enquiries and submissions completed by your account. Depending on the status and progress of each activity, you may be able to perform certain actions.

| Activities                                    |                      |                                                      |                                          |                                            |                                                                                                            |
|-----------------------------------------------|----------------------|------------------------------------------------------|------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Application no.                               | Lodged               | Street or Suburb                                     | Application Type                         | Status                                     | Display 25                                                                                                 |
| <input type="text" value="Search Reference"/> | <input type="text"/> | <input type="text" value="Search Street or Suburb"/> | <input type="text" value="Select Type"/> | <input type="text" value="Select Status"/> | <a href="#">Reset</a>                                                                                      |
| T240001                                       | 03-Jun-2025          | 20 Siding Avenue, Officer VIC 3809                   | Permit                                   | Advertising                                | <a href="#">Actions + &gt;</a>                                                                             |
| GE230387                                      | 05-Jul-2023          | 20 Siding Avenue, Officer VIC 3809                   | Enquiry                                  | Withdrawn                                  | <a href="#">Actions + &gt;</a>                                                                             |
| Showing 1 to 2 of 2 entries                   |                      |                                                      |                                          |                                            | <a href="#">First</a> <a href="#">Previous</a> <a href="#">1</a> <a href="#">Next</a> <a href="#">Last</a> |

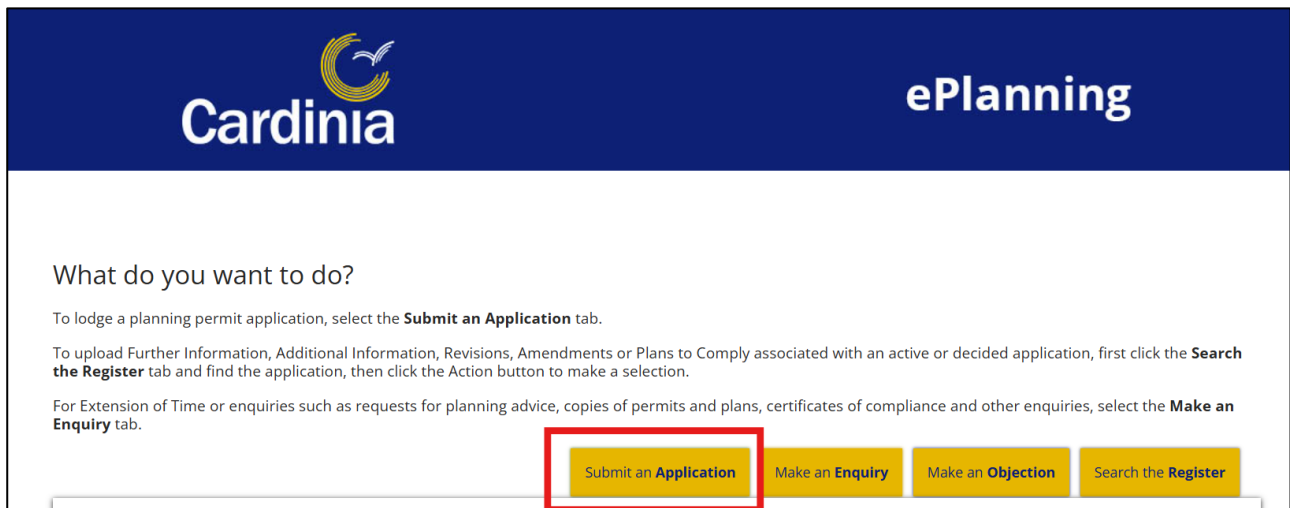
# A guide to ePlanning

## How do I lodge an application for a permit?

You must be logged in with your registered account to begin the application process.

1. To lodge an application for a planning permit, select the **'Submit an Application'** tab from the ePlanning home page and follow the prompts.

To lodge an application to amend a permit, please follow the steps outlined in the below section.



**Cardinia** **ePlanning**

What do you want to do?

To lodge a planning permit application, select the **Submit an Application** tab.

To upload Further Information, Additional Information, Revisions, Amendments or Plans to Comply associated with an active or decided application, first click the **Search the Register** tab and find the application, then click the Action button to make a selection.

For Extension of Time or enquiries such as requests for planning advice, copies of permits and plans, certificates of compliance and other enquiries, select the **Make an Enquiry** tab.

[Submit an Application](#) [Make an Enquiry](#) [Make an Objection](#) [Search the Register](#)

# A guide to ePlanning

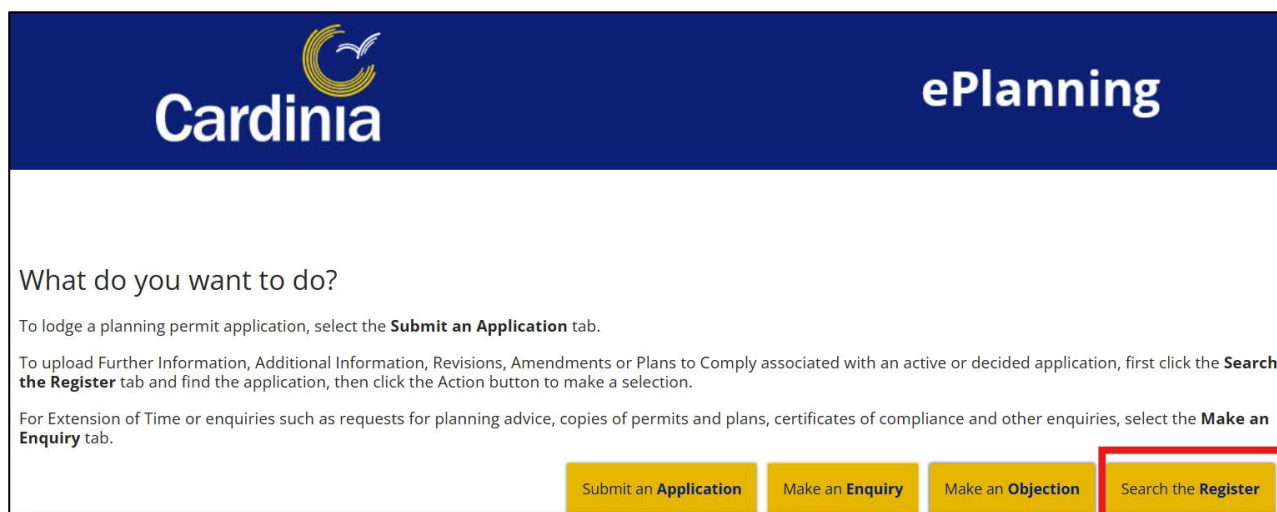
## How do I lodge an application to amend a permit?

An amendment to a permit may include changes to the permit preamble (what the permit allows), changes to the conditions of the permit and changes to the endorsed plans.

Note: only the permit holder or someone with the right to use or develop the land can apply to amend a permit.

You must be logged in with your registered account to begin the application process.

1. To amend a permit, select the **'Search the Register'** tab from the ePlanning home page.



**Cardinia ePlanning**

What do you want to do?

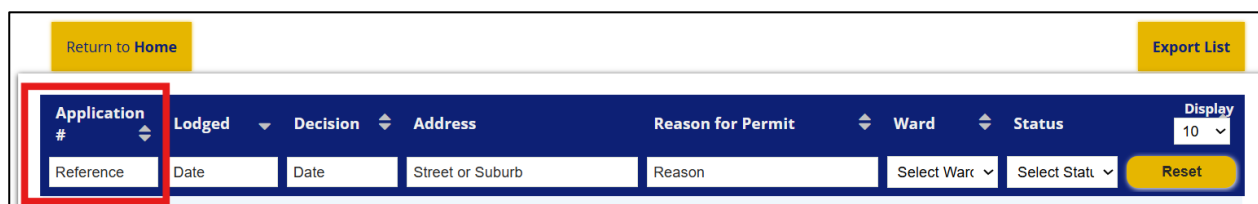
To lodge a planning permit application, select the **Submit an Application** tab.

To upload Further Information, Additional Information, Revisions, Amendments or Plans to Comply associated with an active or decided application, first click the **Search the Register** tab and find the application, then click the Action button to make a selection.

For Extension of Time or enquiries such as requests for planning advice, copies of permits and plans, certificates of compliance and other enquiries, select the **Make an Enquiry** tab.

Submit an **Application**    Make an **Enquiry**    Make an **Objection**    **Search the Register**

2. Enter the application number and select the **'Actions'** button to the right of the application.

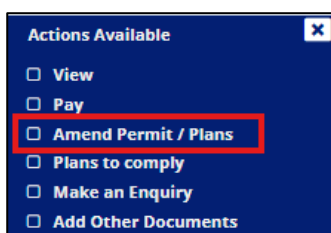


Return to Home    Export List

| Application # | Lodged | Decision | Address          | Reason for Permit | Ward        | Status        | Display |
|---------------|--------|----------|------------------|-------------------|-------------|---------------|---------|
| Reference     | Date   | Date     | Street or Suburb | Reason            | Select Ward | Select Status | 10      |

Reset

3. Select **'Amend Permit/Plans'** and follow the prompts.



**Actions Available**

- ☐ View
- ☐ Pay
- ☒ Amend Permit / Plans
- ☐ Plans to comply
- ☐ Make an Enquiry
- ☐ Add Other Documents

# A guide to ePlanning

## How do I submit information for an existing application?

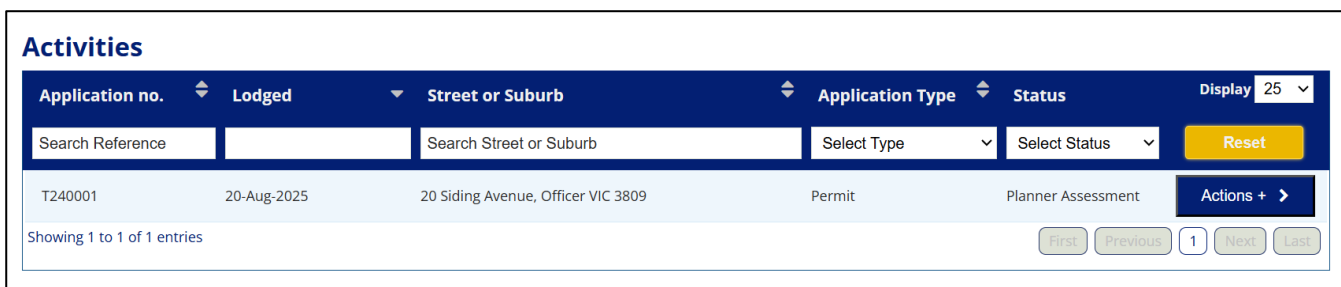
You can use ePlanning to submit additional information for an existing permit application. This includes:

- Further information
- Additional documents

Please note plans must be submitted in standard PDF format, not PDF/A or PDF/B. The maximum file size is 1000MB.

You must be logged in with your registered account to begin the submission process.

1. Go to your **'Activities'** section towards the bottom of the ePlanning home page.
2. Select **'Actions'** to the right of the relevant activity and choose the applicable action.

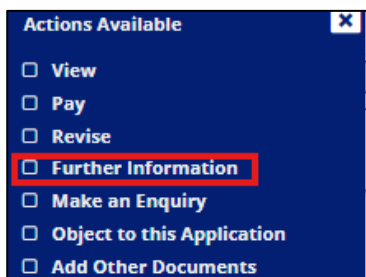


| Application no. | Lodged      | Street or Suburb                   | Application Type | Status             | Display |
|-----------------|-------------|------------------------------------|------------------|--------------------|---------|
| T240001         | 20-Aug-2025 | 20 Siding Avenue, Officer VIC 3809 | Permit           | Planner Assessment | 25      |

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

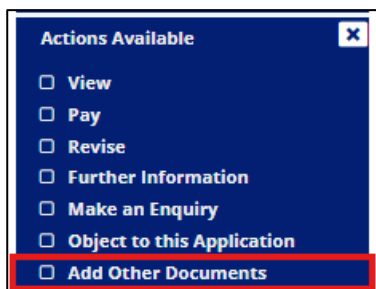
To submit **Further Information**:



**Actions Available**

- ☐ View
- ☐ Pay
- ☐ Revise
- ☒ **Further Information**
- ☐ Make an Enquiry
- ☐ Object to this Application
- ☐ Add Other Documents

To submit **Additional Documents**:



**Actions Available**

- ☐ View
- ☐ Pay
- ☐ Revise
- ☐ Further Information
- ☐ Make an Enquiry
- ☐ Object to this Application
- ☒ **Add Other Documents**

3. Once you have selected the applicable action, follow the prompts on the screen and submit your documents.

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## How do I pay fees (or view outstanding fees) for my application?

You can pay all fees through ePlanning including:

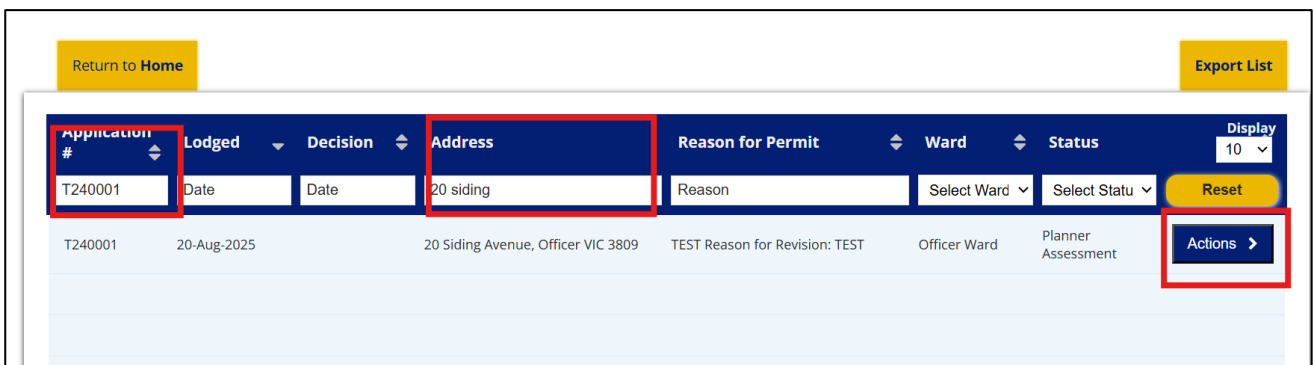
- Application fees (for permits and amendments to permits)
- Advertising/notice fees
- Section 57A fees

You must be logged in with your registered account to pay fees.

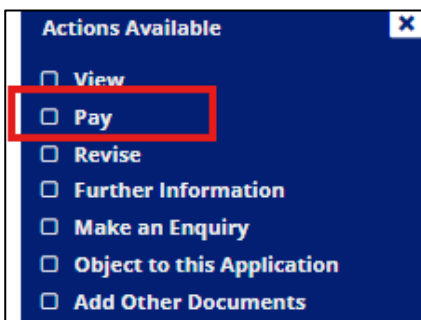
1. Select the **'Search the Register'** button from the ePlanning home page.



2. Enter the application number and select the **'Actions'** button.



3. Select **'Pay'**.



# A guide to ePlanning

- Follow the prompts to make payment.

Payment

### Invoice Payment

Enter your payment details

---

Fee Reference T27195579  
Amount \$1179.80 AUD

---

Accepted Card Types  

Name on Card

Credit Card Number

Card Expiry Date MM  / YY

CVV  ?

OR

- Go to the '**Activities**' section towards the bottom of the ePlanning home page.

### Activities

| Application no.                               | Lodged                                   | Street or Suburb                                     | Application Type                         | Status                                     | Display                                       |
|-----------------------------------------------|------------------------------------------|------------------------------------------------------|------------------------------------------|--------------------------------------------|-----------------------------------------------|
| <input type="text" value="Search Reference"/> | <input type="text" value="20-Aug-2025"/> | <input type="text" value="Search Street or Suburb"/> | <input type="text" value="Select Type"/> | <input type="text" value="Select Status"/> | <input type="button" value="Reset"/>          |
| T240001                                       | 20-Aug-2025                              | 20 Siding Avenue, Officer VIC 3809                   | Permit                                   | Planner Assessment                         | <input type="button" value="Actions + &gt;"/> |

Showing 1 to 1 of 1 entries

- Select '**Actions**' to the right of the relevant activity and select '**Pay**'.

### Actions Available

- ☐ View
- ☐ Pay
- ☐ Revise
- ☐ Further Information
- ☐ Make an Enquiry
- ☐ Object to this Application
- ☐ Add Other Documents

- Follow the prompts to make payment.

# A guide to ePlanning

## How do I submit plans to comply with a permit condition?

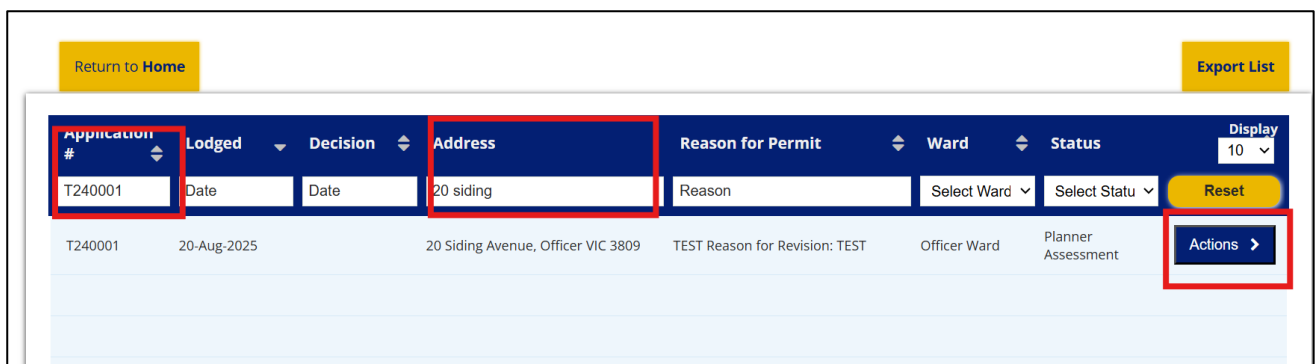
Planning permits typically include a range of conditions that must be met when developing or using land in a specific way. This may include a requirement for the submission of amended plans.

You must be logged in with your registered account to submit plans to comply with permit conditions.

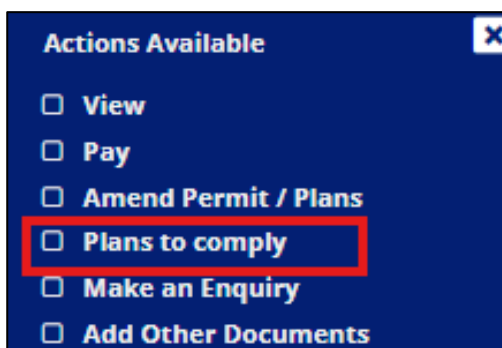
1. Select the 'Search the Register' button.



2. Enter the application number or address and select the 'Actions' button.



3. Select 'Plans to Comply' and follow the prompts.

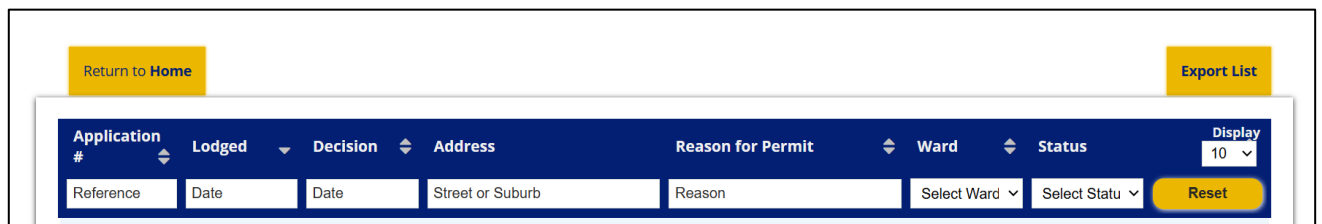
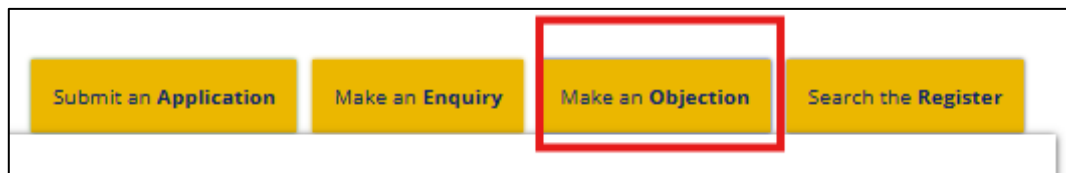


# A guide to ePlanning

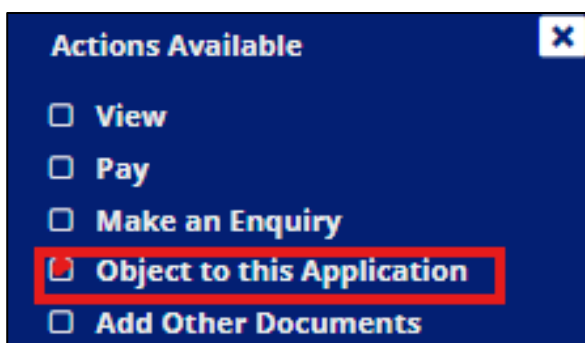
## How do I make a submission (objection or support) for an application?

You must be logged in with your registered account to make a submission to an application.

1. Select '**Make an Objection**' tab from the ePlanning home page and use the filters to find the application you are interested in:



2. Once you have found the relevant application, select the '**Actions**' button and a dropdown menu will appear.
3. Select '**Make a Submission**' and follow the prompts.



# A guide to ePlanning

## How to lodge an Enquiry?

You can submit an enquiry for a number of requests, including:

- A request for written planning advice
- A request for copies of planning permits and endorsed plans
- An application for a certificate of compliance under s97 of the *Planning and Environment Act 1987*
- An application to amend or end a section 173 Agreement

You must be logged in with your registered account to commence the enquiry process.

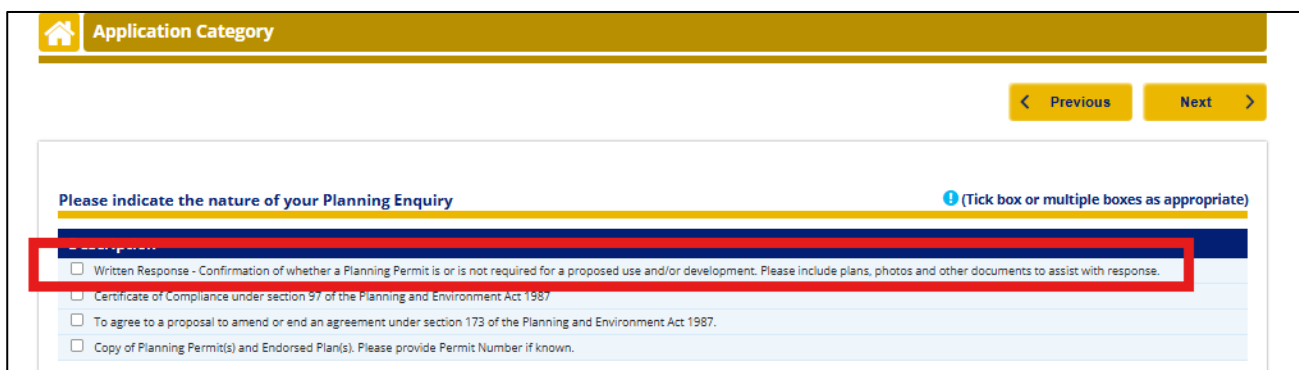
1. Select '**Make an Enquiry**' from the ePlanning home page.



2. Select the relevant enquiry type and follow the prompts.

Where relevant, provide as much detail and supporting documents as possible, including:

- A detailed written description of the enquiry.
- Title documents
- Copies of plans



**Application Category**

< Previous      Next >

**Please indicate the nature of your Planning Enquiry** ⓘ (Tick box or multiple boxes as appropriate)

☐ Written Response - Confirmation of whether a Planning Permit is or is not required for a proposed use and/or development. Please include plans, photos and other documents to assist with response.

☐ Certificate of Compliance under section 97 of the Planning and Environment Act 1987

☐ To agree to a proposal to amend or end an agreement under section 173 of the Planning and Environment Act 1987.

☐ Copy of Planning Permit(s) and Endorsed Plan(s). Please provide Permit Number if known.

# A guide to ePlanning

## How do I access the Planning Register?

The Planning Register provides access to details of active and previous applications and permits. It also allows you to track the progress of planning permit applications.

If logged in to a registered account, follow the below steps.

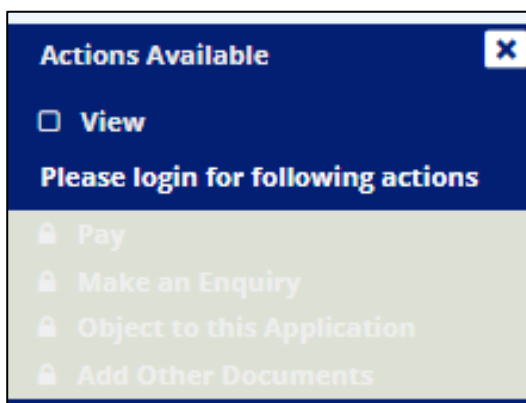
1. Select '**Search the Register**' tab from the ePlanning home page.



2. Use the filters at the top of the screen to refine your selection.



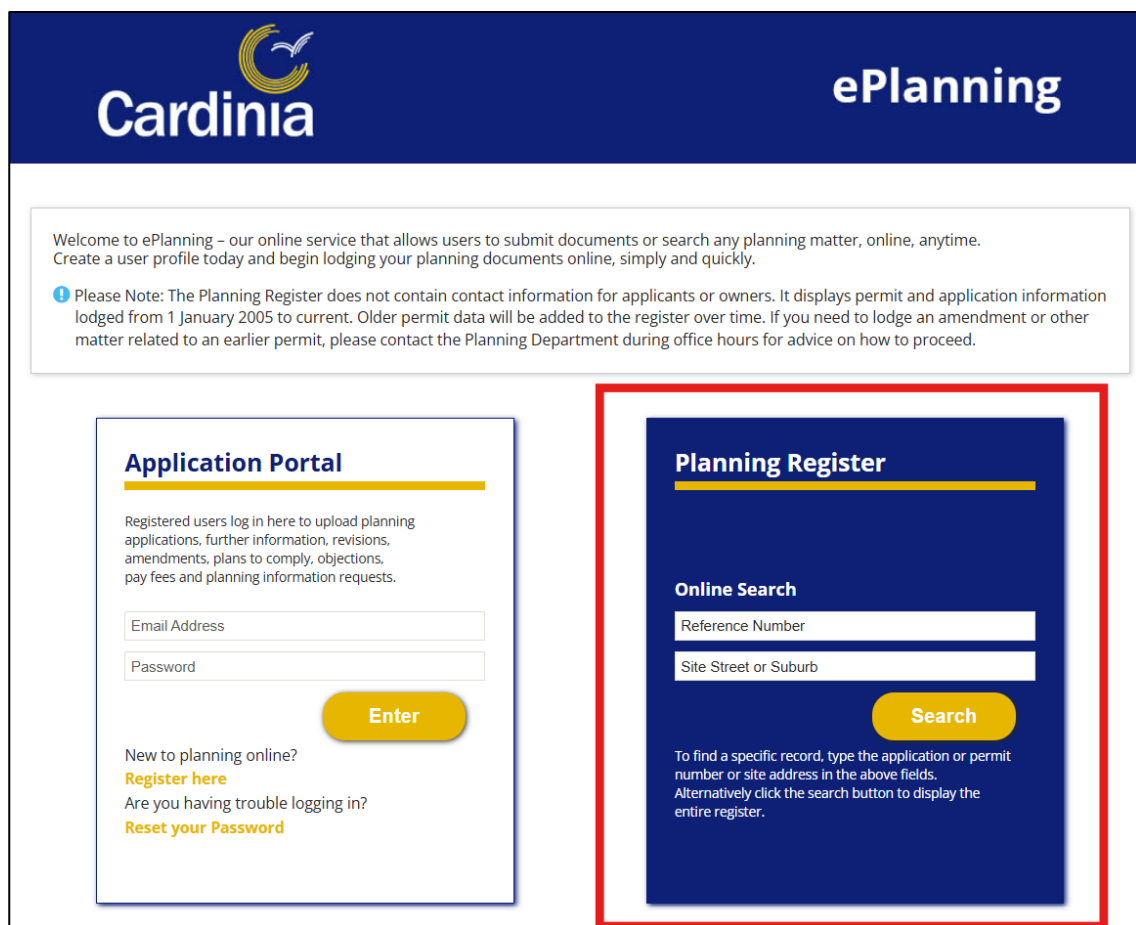
3. Click the '**Actions**' button, then select '**View**'



# A guide to ePlanning

You can also access the Planning Register without a registered account by following the below step.

1. Go to [Cardinia Planning Portal](#) enter the reference number or address (if known) in the '**Planning Register**' section select '**Search**'. If details are not known, you can select '**Search**' without any details being entered.



The screenshot displays the Cardinia ePlanning website interface. At the top, the Cardinia logo and 'ePlanning' text are visible. Below the header, a welcome message states: 'Welcome to ePlanning – our online service that allows users to submit documents or search any planning matter, online, anytime. Create a user profile today and begin lodging your planning documents online, simply and quickly.' A 'Please Note' section follows, explaining that the Planning Register does not contain contact information and displays permit and application information from 1 January 2005 to the present. The main content area is divided into two sections: 'Application Portal' and 'Planning Register'. The 'Application Portal' section includes a login form with fields for 'Email Address' and 'Password', an 'Enter' button, and links for 'Register here' and 'Reset your Password'. The 'Planning Register' section, which is highlighted with a red border, includes an 'Online Search' form with fields for 'Reference Number' and 'Site Street or Suburb', a 'Search' button, and instructions on how to use the search function.

**Cardinia** **ePlanning**

Welcome to ePlanning – our online service that allows users to submit documents or search any planning matter, online, anytime. Create a user profile today and begin lodging your planning documents online, simply and quickly.

**Please Note:** The Planning Register does not contain contact information for applicants or owners. It displays permit and application information lodged from 1 January 2005 to current. Older permit data will be added to the register over time. If you need to lodge an amendment or other matter related to an earlier permit, please contact the Planning Department during office hours for advice on how to proceed.

**Application Portal**

Registered users log in here to upload planning applications, further information, revisions, amendments, plans to comply, objections, pay fees and planning information requests.

Email Address

Password

**Enter**

New to planning online?  
[Register here](#)

Are you having trouble logging in?  
[Reset your Password](#)

**Planning Register**

**Online Search**

Reference Number

Site Street or Suburb

**Search**

To find a specific record, type the application or permit number or site address in the above fields. Alternatively click the search button to display the entire register.

# A guide to ePlanning

## How do I amend my current application for a planning permit?

You can request to amend an application that is currently in progress. The amendment may include

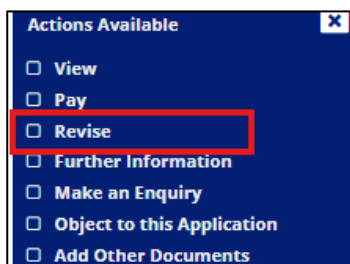
- an amendment to the use or development mentioned in the application
- an amendment to the description of land to which the application applies
- an amendment to any plans and other documents forming part of or accompanying the application.

You must be logged in with your registered account to commence the amendment process.

1. Go to your '**Activities**' section towards the bottom of the ePlanning home page
2. Select '**Actions**' to the right of the relevant activity and choose the applicable option.

| Activities                  |             |                                    |                  |                    |             |                      |
|-----------------------------|-------------|------------------------------------|------------------|--------------------|-------------|----------------------|
| Application no.             | Lodged      | Street or Suburb                   | Application Type | Status             | Display 25  |                      |
| Search Reference            |             | Search Street or Suburb            | Select Type      | Select Status      | Reset       |                      |
| T240001                     | 20-Aug-2025 | 20 Siding Avenue, Officer VIC 3809 | Permit           | Planner Assessment | Actions + > |                      |
| Showing 1 to 1 of 1 entries |             |                                    |                  |                    | First       | Previous 1 Next Last |

3. Select '**Revise**' and follow the prompts.



# A guide to ePlanning

## Applications that cannot be lodged via ePlanning

The following application types cannot currently be lodged via ePlanning:

- Secondary consent
- Extension of time
- Pre-application meetings
- Consent to build outside of building envelope.

These applications are lodged via separate processes on the Cardinia website. More information on submitting each application type is provided below.

## How to lodge a secondary consent application

To lodge a Secondary Consent Application, visit the [Cardinia Shire Council website](#), search for 'secondary consent,' and complete the electronic form provided for submission.

You should apply for secondary consent if ALL of the following conditions are met:

- You only want to make minor changes to the approved plans;
- The original permit contains the condition: 'The layout of the site and the size of the proposed buildings and works, as shown on the approved plan/s, must not be altered or modified without the consent in writing of the Responsible Authority' (or similar);
- The proposed change only involves amendments to the plans, and does not conflict with or require changes to the permit description or conditions; and
- The proposed change is minor and would not require advertising.

## How to lodge an extension of time (for a planning permit that has already been issued)

To lodge an Extension of Time Application, visit the [Cardinia Shire Council website](#), search for 'extending a planning permit,' and complete the electronic form provided for submission.

If the permit has expired (for example, you haven't commenced within the timeframe or completed within the timeframe), you may not be eligible to extend the permit. Please contact us for further advice.

## How do I request a pre-application meeting?

We offer a pre-application meeting service to provide feedback and help applicants prepare for a planning permit application.

Pre-Application advice will identify any concerns or suggestions for improvement on your future application. It should be viewed as preliminary advice only and does not guarantee that a permit will be issued.

### To request a pre-application meeting:

Request an **Intermediate** pre application meeting - [Request pre-application advice](#)

- Meeting (online or in person) with allocated planner
- Written response within 14 days of meeting with allocated planner

Request an **Advanced** pre application Meeting - [Request pre-application advice](#)

- Meeting (online or in person) with allocated Planner and representatives from relevant internal Council Departments
- Internal referral responses included within Council's response
- Written response within 1 month of meeting with allocated Planner.

## How to apply for consent to build outside of building envelope

To submit an application for consent to build outside of a building envelope, select the following link and fill in the form and pay the relevant fee.

[Application for consent to build outside of building envelope](#)

## What if I need assistance?

**In Person:** Visit us at our Civic Centre, 20 Siding Avenue, Officer.

**Email:** [mail@cardinia.vic.gov.au](mailto:mail@cardinia.vic.gov.au)

**Phone:** 1300 787 624

**Web:** [www.cardinia.vic.gov.au](http://www.cardinia.vic.gov.au)

### Translation Information

If you need an interpreter, call the [Translating and Interpreting Service \(TIS National\)](#) on [131 450](#) to speak to an interpreter. Ask them to phone Cardinia Shire Council on [1300 787 624](#)

### National Relay Service (NRS)

TTY: 133 677 (ask for 1300 787 624)

Speak and Listen (speech-to-speech relay): 1300 555 727 (ask for 1300 787 624)