

Lodgement checklist –In Person / Mail / Email

Lodge form with all relevant sections completed

Fee included (if applicable)

Copy of plans attached

In Person

Brougham St	100 Brougham Street	Monday to Friday 8:00am to 5:00pm
Belmont	163 High Street	Monday to Friday 9:00am to 5:00pm
Corio	Corio Shopping Centre Shop 48/83a Purnell Road	Monday to Friday 9:00am to 5:00pm
Drysdale (inside library)	18-20 Hancock Street	Monday to Friday 9:00am to 5:00pm
Geelong West	153a Pakington Street	Monday to Friday 10:00am to 2:00pm
Ocean Grove	The Grove Centre 66-70 The Avenue	Monday to Friday 9:00am to 5:00pm
Waurm Ponds (inside library)	230 Pioneer Road	Monday to Friday 10:00am to 2:00pm

Mail City of Greater Geelong
PO Box 104
GEELONG VIC 3220

Email If you need to send something with an electronic attachment please email contactus@geelongcity.vic.gov.au
You can download a credit card authority and submit with your application – <https://www.geelongaustralia.com.au/documents/documents/item/8d0c9fe58dcdd7b.aspx>

Please note: Council charges a commercial rate on land used for predominantly commercial activities. (i.e. where goods are made or services provided). Where the commercial activities are located with a predominantly residential land use, Council will apply a Mixed Use rate which is lower than the commercial rate but higher than the residential rate. The current rates are available in Councils Rating Strategy on the geelongaustralia.com.au website. For further information please contact Council's Financial Services on 05272 4650

***GST Free Supply under Division 81**

This information is collected under the requirements of the Food/Public Health & Wellbeing Act for enforcement of Public Health purposes. It may be provided to the Department of Health for the same purposes, and for the statistical purposes related to the application of the Act. It will be treated in compliance with the Department of Health Information Privacy Principles and the Information Privacy Act.