

**NOTE:**

- If completing this form by hand, please use BLOCK letters and use blue or black ink.
- Please refer to the Guidelines for Staged Payment Arrangements prior to completing this form
- It is an offence to make a false or misleading statement
- Lodge this form with the Victorian Planning Authority – see address on final page of this form

**SECTION A – PROPERTY DETAILS**

Property which GAIC is to be paid on and Staged Payment Arrangement is sought for

ADDRESS OF LAND

VOLUME & FOLIO	SPI (LOT & PLAN NO.)	TOTAL AREA (HA)*1	GAIC AREA (HA)*2	RELEVANT PSP

\*1 – Rounded to 5 decimal points. The total area according to the survey result.

\*2 – Rounded to 5 decimal points. The GAIC area according to the survey result.

**SECTION B – GAIC LIABILITY**

Obtain a GAIC certificate within one month prior to this application to confirm whether the GAIC liability was triggered by dutiable transaction in the past and deferred (1.Deferred liability) OR the GAIC liability is never triggered in the past (2.Future GAIC liability).

If it is 1. **Deferred liability**, please provide the below information.

TOTAL DEFERRED LIABILITY (including deferred interests) from the deferred certificate

\$

The date of the first dutiable transaction (GAIC triggering date)

**OR** If it is 2. **Future GAIC liability**, please provide the below information. This is calculated by GAIC area x GAIC rate for this year.

TOTAL LIABILITY IN THIS FINANCIAL YEAR

\$

**⚠** The liability used for the staged payment arrangement is assessed in comparison to the VPA data and if necessary adjusted.

**GROWTH AREAS  
INFRASTRUCTURE CONTRIBUTION (GAIC)**

**SECTION C – DEVELOPMENT DETAILS OR AMENDMENT DETAILS**

Overview of the development (estate name & location, masterplan and explain the development details including approval date of planning permit of the area, expected date of the first statement of compliance etc.)

OR

Details of amendment

**SECTION D – PAYMENT SCHEDULE**

Please prepare an **excel spreadsheet** by using the below sample. The information in the spreadsheet should match with the stage map (see 'Document Checklist' **h.** in the end of this form. The stage map should be submitted with this application).

PAYMENT No.	ESTATE STAGE	NON GAIC Land (ha)	GAIC Land (ha)	GAIC AREA (%) proportioned to total	LIABILITY (%) proportioned to total	GAIC STAGED PAYMENT AMOUNT	PAYMENT DUE DATE
1					*MINIMUM 30%	\$	DD/MM/YYYY
2						\$	DD/MM/YYYY
	<b>TOTAL</b>					\$	DD/MM/YYYY
	TOTAL LAND (both GAIC area and non-GAIC area) (ha)						

\*Payment 1 requires a minimum 30 % of the total liability OR a payment of the estate percentage if it is more than 30%.

**GROWTH AREAS  
INFRASTRUCTURE CONTRIBUTION (GAIC)**

**SECTION E – APPLICANT & DEVELOPER**

**APPLICANT DETAILS**

Land owner/s

FULL NAME (if the applicant is a company, please also add ABN/ACN information)

POSTAL ADDRESS

Developer (due to a legal arrangement with the owner for GAIC liability)

COMPANY NAME (if the applicant is a company, please also add ABN/ACN information)

POSTAL ADDRESS

**POINT OF CONTACT FOR APPLICATION (Legal representative of the applicant and an approved notice will be sent to this person)**

ATTENTION

COMPANY

POSTAL ADDRESS

PHONE NUMBER AND EMAIL ADDRESS FOR FURTHER QUERIES

**SECTION F – CERTIFICATION**

This section may be signed by the owner or the person who has a written authority to act on behalf of the owner in relation to the application.

**CERTIFICATION**

I (name)

Company

OF (postal address)

Suburb

State

Postcode

**SIGNATURE**

day / month / year

**STAGED PAYMENT ARRANGEMENT (new & amendment) APPLICATION FORM**

**GROWTH AREAS  
INFRASTRUCTURE CONTRIBUTION (GAIC)**

**DOCUMENT CHECKLIST (PLEASE ATTACH THE BACKUP DOCUMENTS LISTED BELOW TO THE APPLICATION)**

DOCUMENT	ITEM	DETAIL	RELATED SECTION IN THE FORM	NEW APPLICATION	AMENDMENT APPLICATION
a.	Title information	A copy of the registered search within 1 month prior to the application date & a title plan.	A	Yes	Yes
b.	Survey map	The survey result (map) for the title to back up the area size	A	Yes	
c.	Certificate for Deferral	A certificate issued by the State Revenue Office at the time of deferral	B	Yes	
d.	Certificate of GAIC liability	(For deferred GAIC liability) Updated liability within one month prior to this application issued by the State Revenue Office.	B	Yes	Yes
e.	Certificate of GAIC liability	(For future GAIC liability) issued by the state revenue office within one month prior to this application	B	Yes	
f.	<a href="#">PSP map</a>	Relative PSP map showing the estate area	C	Yes	
g.	<a href="#">Estate map</a>	Estate map showing the title in this application	C	Yes	
h.	<a href="#">Stage map</a>	Stage map showing subdivision stages of the title of this application	C	Yes	Yes
i.	Plan of subdivision	Plan of subdivisions for the first three estate stages.	C	Yes	
j.	s.35 subdivision	s.35 plan of subdivision (if applicable)	C	Yes	
k.	Excluded subdivision	Certificate issued by the State Revenue Office and its plan (if applicable)	C	Yes	
l.	Schedule	An excel spreadsheet for proposed schedule	D	Yes	Yes

Please email this application with all the backup documents to: [gaic@vpa.vic.gov.au](mailto:gaic@vpa.vic.gov.au)

Phone: 03 9651 9600

GAIC staged payment arrangement

Victorian Planning Authority