
i The purpose of this guide is to explain how to create an **Off-Airport Permit Application**.

Press on any of the links in the below Contents to go directly to that section or scroll through the document.

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Revision History

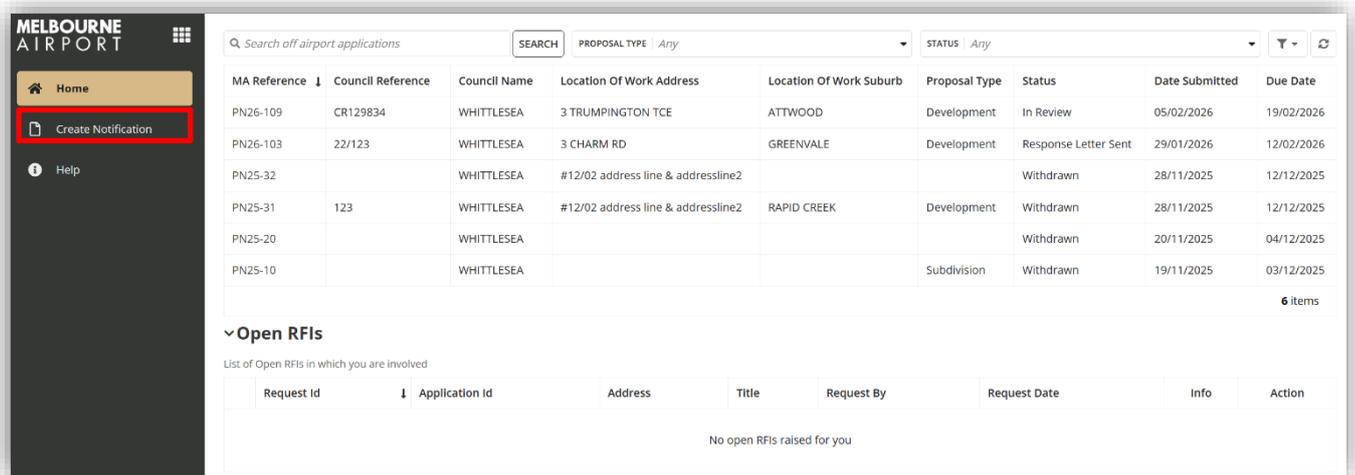
Revision number	Release Date	Description
1.0	March 2026	Initial approved document

Logging into the system

Login URL for the system is:

<https://appian.melair.com.au/suite/sites/melair-online>

When you log into the system to create applications a screen similar to the following is displayed.



The screenshot shows the Melbourne Airport system dashboard. The sidebar on the left includes 'Home' and 'Create Notification' (highlighted with a red box). The main content area features a search bar and a table of applications.

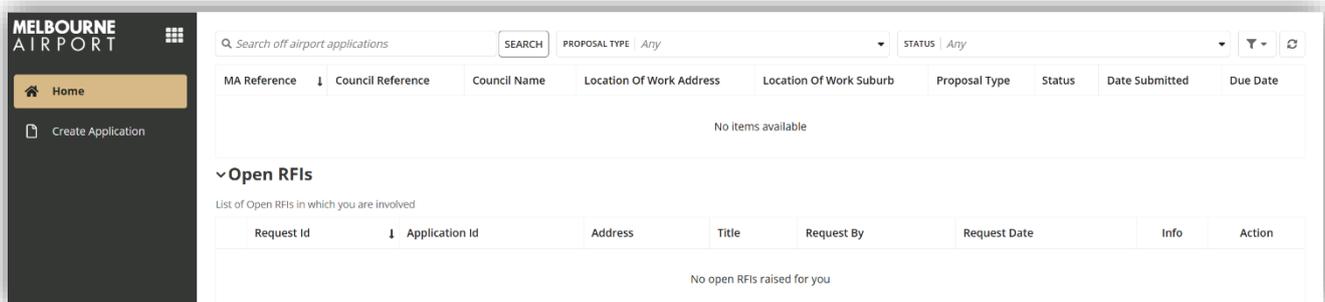
MA Reference	Council Reference	Council Name	Location Of Work Address	Location Of Work Suburb	Proposal Type	Status	Date Submitted	Due Date
PN26-109	CR129834	WHITTLESEA	3 TRUMPINGTON TCE	ATTWOOD	Development	In Review	05/02/2026	19/02/2026
PN26-103	22/123	WHITTLESEA	3 CHARM RD	GREENVALE	Development	Response Letter Sent	29/01/2026	12/02/2026
PN25-32		WHITTLESEA	#12/02 address line & addressline2			Withdrawn	28/11/2025	12/12/2025
PN25-31	123	WHITTLESEA	#12/02 address line & addressline2	RAPID CREEK	Development	Withdrawn	28/11/2025	12/12/2025
PN25-20		WHITTLESEA				Withdrawn	20/11/2025	04/12/2025
PN25-10		WHITTLESEA			Subdivision	Withdrawn	19/11/2025	03/12/2025

6 items

Open RFIs
List of Open RFIs in which you are involved

Request Id	Application Id	Address	Title	Request By	Request Date	Info	Action
No open RFIs raised for you							

If you are totally new to the system this screen will be displayed.



The screenshot shows the Melbourne Airport system dashboard for a new user. The sidebar on the left includes 'Home' and 'Create Application'. The main content area features a search bar and a table of applications.

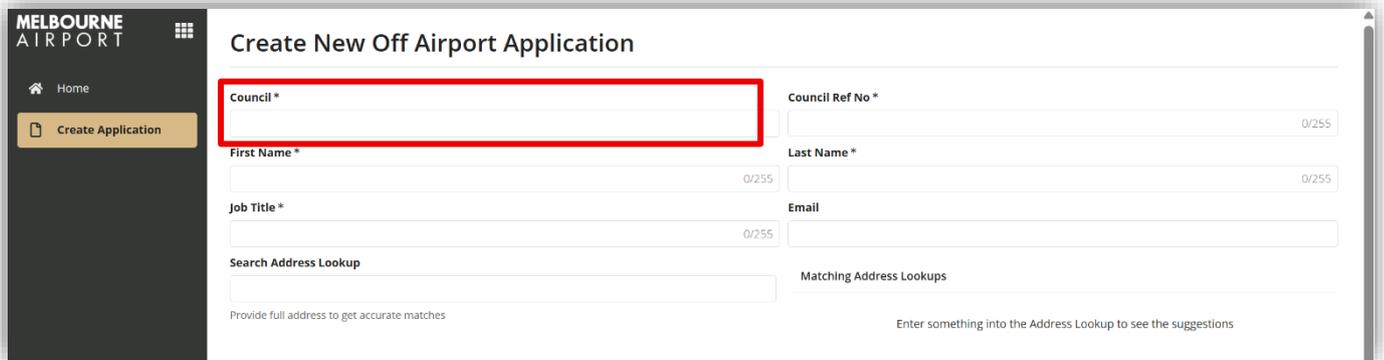
MA Reference	Council Reference	Council Name	Location Of Work Address	Location Of Work Suburb	Proposal Type	Status	Date Submitted	Due Date
No items available								

Open RFIs
List of Open RFIs in which you are involved

Request Id	Application Id	Address	Title	Request By	Request Date	Info	Action
No open RFIs raised for you							

Create Application

1. Press **Create Notification**.



MELBOURNE AIRPORT

Home

Create Application

Create New Off Airport Application

Council *

Council Ref No * 0/255

First Name * 0/255

Last Name * 0/255

Job Title * 0/255

Email

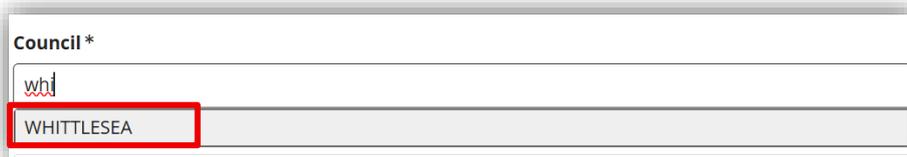
Search Address Lookup

Matching Address Lookups

Provide full address to get accurate matches

Enter something into the Address Lookup to see the suggestions

2. Type the **first few letters** of your council into the **Council** field.



Council *

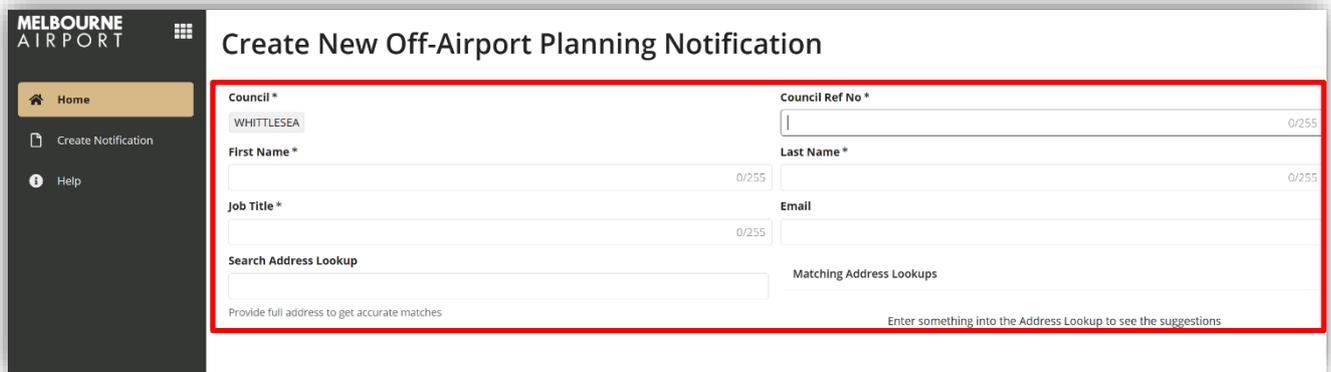
whi

WHITTLESEA

3. **Select** your **council**.

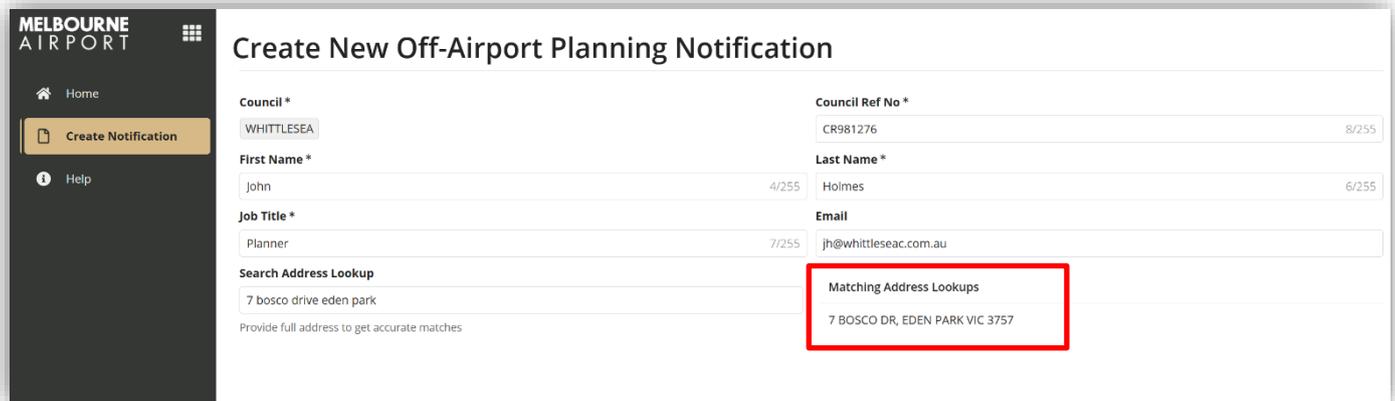
The **Create New Application** screen is displayed with the council selected.

i In future this screen will immediately be displayed as you have already selected a council for your profile.



4. Enter the **Council Ref No**.
5. Enter the **First Name** of the **assigned council planner**. (Rather than the person entering the application)
6. Enter the **Last Name**.
7. Enter the **Job Title**.
8. Enter the **email address**.
9. Type in **Search Address Lookup**.
10. Press **Enter** to begin the lookup.

The screen will display any Matching Address Lookups.



MELBOURNE AIRPORT

Home | Create Notification | Help

Create New Off-Airport Planning Notification

Council * WHITTLESEA | **Council Ref No *** CR981276 (8/255)

First Name * John (4/255) | **Last Name *** Holmes (6/255)

Job Title * Planner (7/255) | **Email** jh@whittleseac.com.au

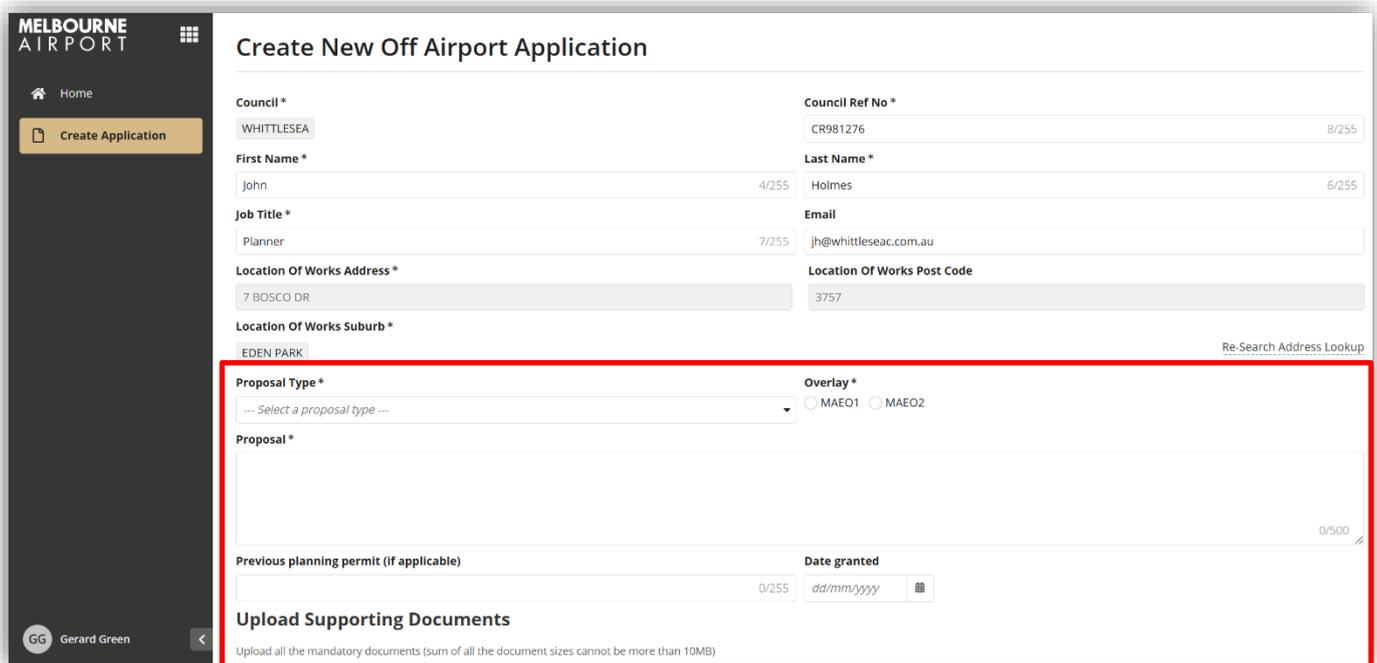
Search Address Lookup
7 bosco drive eden park
Provide full address to get accurate matches

Matching Address Lookups
7 BOSCO DR, EDEN PARK VIC 3757

11. Press on the **matching address**.

i If a matching address or addresses do not appear please verify the **Search Address Lookup** entry you have typed and amend as necessary.

When you press on the matching address further information is displayed for entry.



MELBOURNE AIRPORT

Home | Create Application

Create New Off Airport Application

Council * WHITTLESEA | **Council Ref No *** CR981276 (8/255)

First Name * John (4/255) | **Last Name *** Holmes (6/255)

Job Title * Planner (7/255) | **Email** jh@whittleseac.com.au

Location Of Works Address * 7 BOSCO DR | **Location Of Works Post Code** 3757

Location Of Works Suburb * EDEN PARK (Re-Search Address Lookup)

Proposal Type * --- Select a proposal type --- | **Overlay *** MAEO1 MAEO2

Proposal * (0/500)

Previous planning permit (if applicable) (0/255) | **Date granted** dd/mm/yyyy

Upload Supporting Documents
Upload all the mandatory documents (sum of all the document sizes cannot be more than 10MB)

12. Select **Proposal Type** using the drop-down arrow.

i Proposal Type will be either **Development** or **Subdivision**. Note that different supporting documents are required for each type as explained below.

i For any 'change of use' proposals / applications, please select **development** as the proposal type

13. Select the **Overlay** required.

i Overlays **MAEO1** and **MAEO2** are associated with the airport's ANEF Noise Contours with **MAEO1** subject to higher noise exposures to **MAEO2**.

i If both overlays are applicable to the subject land (i.e. **both MAEO1 and MAEO2**) apply, then select the overlay that covers most or the majority of the site.

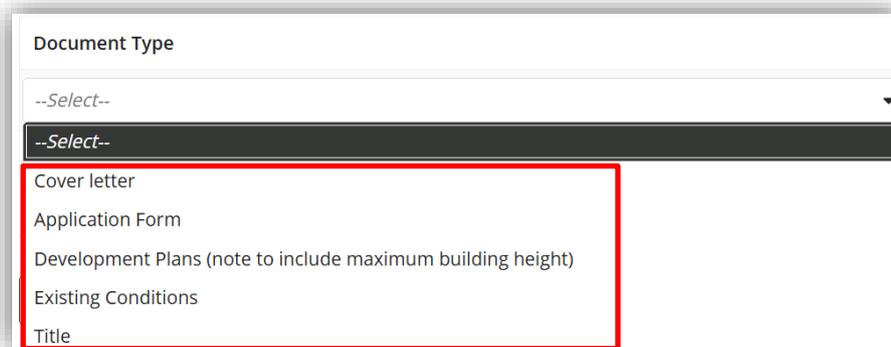
14. Describe the **Proposal** in the text box.

15. If applicable, describe the **Previous planning permit**.

16. If applicable, enter the **Date granted**.

You now need to upload the supporting documents.

i For a **Development** you require the following documents.



Document Type

--Select--

--Select--

Cover letter

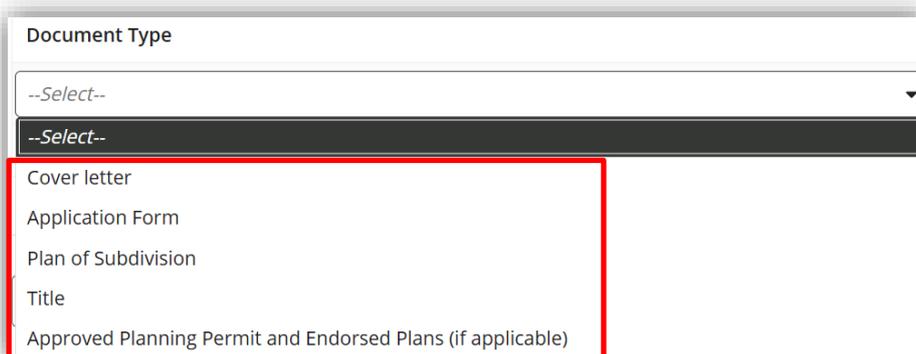
Application Form

Development Plans (note to include maximum building height)

Existing Conditions

Title

i For a **Subdivision** you require the following documents.



Document Type

--Select--

--Select--

Cover letter

Application Form

Plan of Subdivision

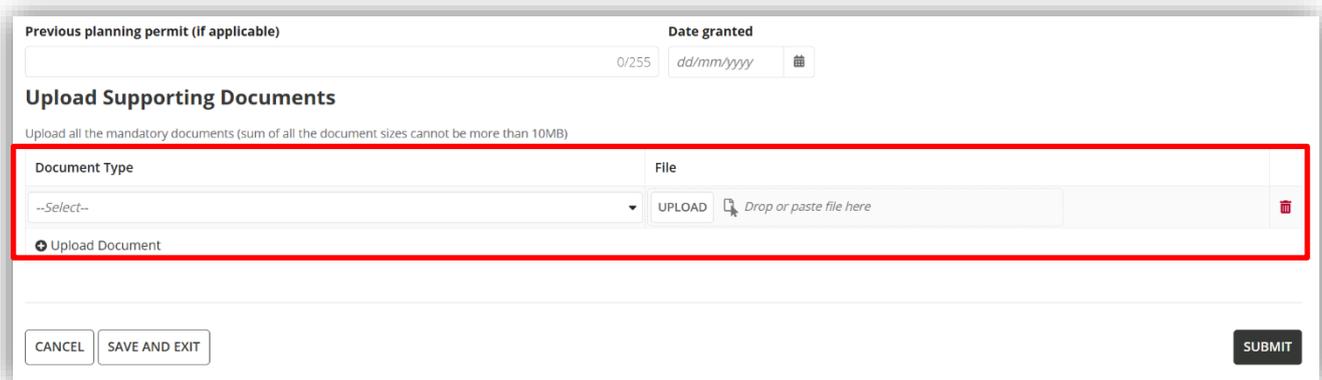
Title

Approved Planning Permit and Endorsed Plans (if applicable)

- 1. If a document covers more than one selection, then the applicant can upload the same document to the document type.

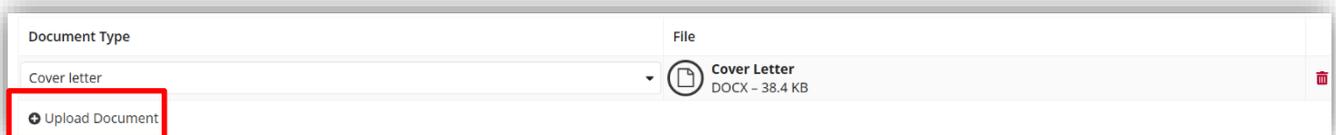


17. Begin by pressing **Upload Document**.



- 18. Press the down-arrow next to **Document Type**.
- 19. Select your **Document Type** from the displayed list.
- 20. Then press **UPLOAD** and locate the document on your computer.

You will then see a display similar to this.



21. You now press on **Upload Document**, which displays a further line for your completion.

- 1. You now repeat steps 18 to 21 to upload all your documents.
- 1. You stop at step 21 when all your documents are uploaded.

When complete your will have a display similar to this.

Upload Supporting Documents

Upload all the mandatory documents (sum of all the document sizes cannot be more than 10MB)

Document Type	File	
Cover letter	 Cover Letter DOCX - 38.4 KB	
Application Form	 Application Form DOCX - 38.41 KB	
Plan of Subdivision	 Plan of Subdivision DOCX - 38.42 KB	
Title	 Title DOCX - 38.4 KB	
Approved Planning Permit and Endorsed Plans (if applicable)	 Approved Planning Permit DOCX - 38.43 KB	
<input type="button" value="Upload Document"/>		

22. Press **SUBMIT** to submit your application.

**MELBOURNE
AIRPORT**

- [Home](#)
- [Create Notification](#)
- [Help](#)

Done

Your application has been created.

View Record

Click OK to create another application.

OK

23. You can now press **OK**, which takes you back to creating a new application.

i Please make sure you upload all the required supporting documents.

There are actions available at the bottom of your screen when you finish uploading supporting documents.

Upload Supporting Documents

Upload all the mandatory documents (sum of all the document sizes cannot be more than 10MB)

Document Type	File
Cover letter	 Cover Letter DOCX - 38.4 KB
Application Form	 Application Form DOCX - 38.41 KB
Plan of Subdivision	 Plan of Subdivision DOCX - 38.42 KB
Title	 Title DOCX - 38.4 KB
Approved Planning Permit and Endorsed Plans (if applicable)	 Approved Planning Permit DOCX - 38.43 KB
 Upload Document	

CANCEL SAVE AND EXIT

SUBMIT

If you press CANCEL the whole application will be cancelled.

If you press SAVE AND EXIT, you will receive a screen like this.

**MELBOURNE
AIRPORT**

Home

Create Notification

Help

Done

Your application has been created.

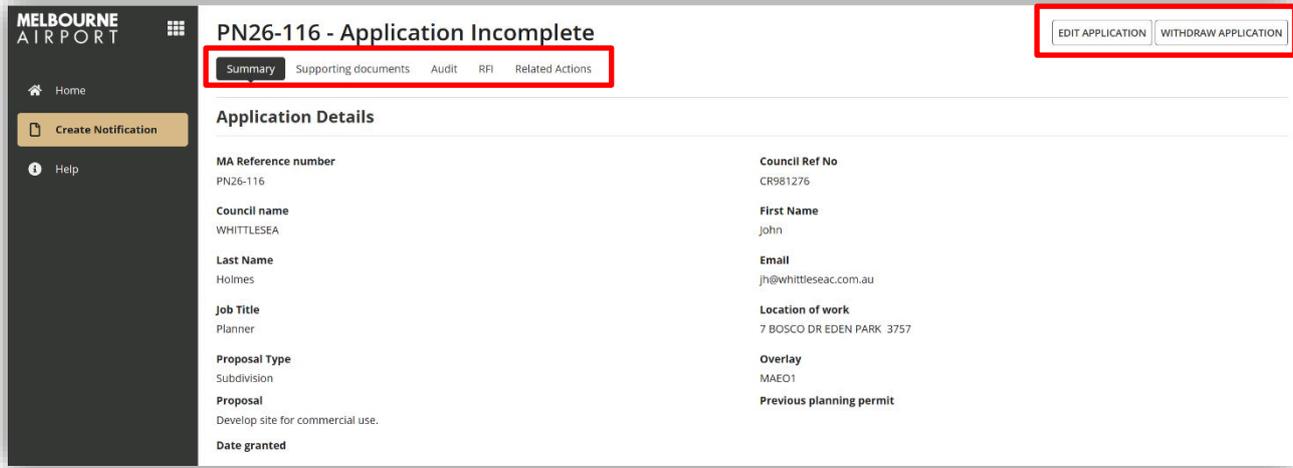
View Record

Click OK to create another application.

OK

If you press OK, you will begin a completely new application.

If you press **View Record**, you will see a screen like this.



MELBOURNE AIRPORT

PN26-116 - Application Incomplete

Summary Supporting documents Audit RFI Related Actions

Home
Create Notification
Help

Application Details

MA Reference number PN26-116	Council Ref No CR981276
Council name WHITTLESEA	First Name John
Last Name Holmes	Email jh@whittleseac.com.au
Job Title Planner	Location of work 7 BOSCO DR EDEN PARK 3757
Proposal Type Subdivision	Overlay MAE01
Proposal Develop site for commercial use.	Previous planning permit
Date granted	

- 1 You can press the tabs at the top to view different aspects of your entered application, such as
- 1 Supporting documents.

You can withdraw the application by pressing WITHDRAW APPLICATION.

You can edit the application by pressing EDIT APPLICATION.

This type of screen will be displayed for you to edit the application.

MELBOURNE AIRPORT

Home

Create Application

GG Gerard Green

PN26-116 - Application Incomplete

Summary Supporting documents Audit RFI **Related Actions**

Edit application

Council *
WHITTLESEA

First Name *
John 4/255

Job Title *
Planner 7/255

Location Of Works Address *
7 BOSCO DR

Location Of Works Suburb *
EDEN PARK Re-Search Address Lookup

Proposal Type *
Subdivision

Proposal *
Develop site for commercial use.

Previous planning permit (if applicable)
0/255

Council Ref No *
CR981276 8/255

Last Name *
Holmes 6/255

Email
jh@whittleseac.com.au

Location Of Works Post Code
3757

Overlay *
 MAEO1 MAEO2

Date granted
dd/mm/yyyy

Upload Supporting Documents

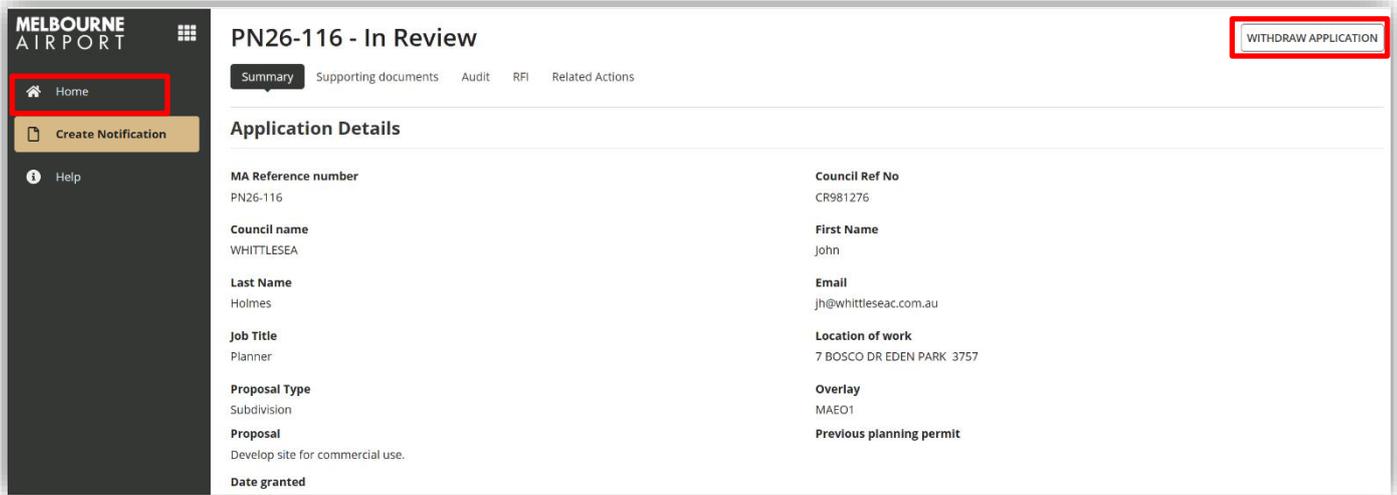
Upload all the mandatory documents (sum of all the document sizes cannot be more than 10MB)

Document Type	File
Cover letter	Cover Letter DOCX - 38.4 KB ✖
Application Form	Application Form DOCX - 38.41 KB ✖
Plan of Subdivision	Plan of Subdivision DOCX - 38.42 KB ✖
Title	Title DOCX - 38.4 KB ✖
Approved Planning Permit and Endorsed Plans (if applicable)	Approved Planning Permit DOCX - 38.43 KB ✖
Upload Document	

CANCEL
SAVE AND EXIT
SUBMIT

i Make any required amendments on the screen.

When you press SUBMIT, this screen is displayed.



MELBOURNE AIRPORT

PN26-116 - In Review

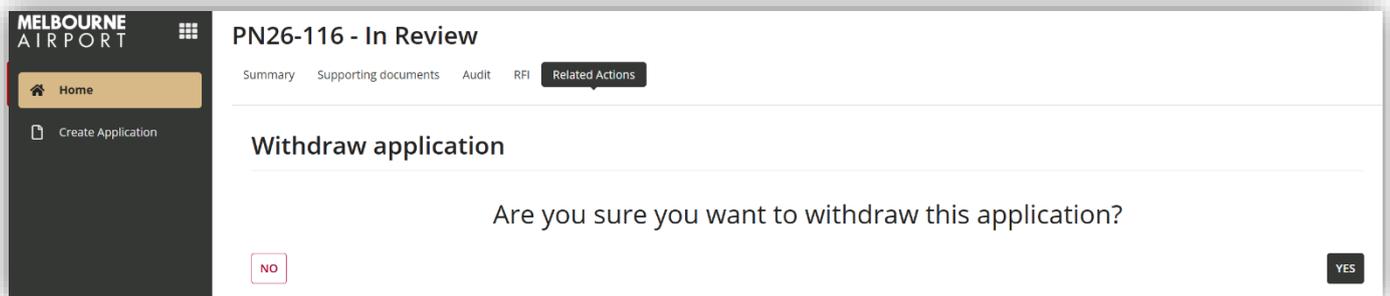
Summary Supporting documents Audit RFI Related Actions

WITHDRAW APPLICATION

Application Details

MA Reference number PN26-116	Council Ref No CR981276
Council name WHITTLESEA	First Name John
Last Name Holmes	Email jh@whittleseac.com.au
Job Title Planner	Location of work 7 BOSCO DR EDEN PARK 3757
Proposal Type Subdivision	Overlay MAEO1
Proposal Develop site for commercial use.	Previous planning permit
Date granted	

**You are still able to withdraw this application by pressing
WITHDRAW APPLICATION.**



MELBOURNE AIRPORT

PN26-116 - In Review

Summary Supporting documents Audit RFI Related Actions

Withdraw application

Are you sure you want to withdraw this application?

NO **YES**

i Press YES to withdraw the application.

Otherwise, you can press Home to return to a list of all your applications.

Responding to a Request for Information (RFI)

During the processing of your application, you may be requested for further information.

i You are notified by email of the request, which will look similar to below:

**MELBOURNE
AIRPORT**

Application # PN26-118

Off Airport Application – Request for Information

Hi Gerard Green

This email is to advise that one of the reviewers has requested further information in regards to your application.

Details as follows:

MA Reference number: PN26-118
Application Type: Off Airport
Clarification Title: Development Timeline
Clarification Sought by: Airport Planner 1

Note that your application may be delayed until you respond to this request.

Please click below to return to the application to view and respond to the information request.

[Login](#)

If you have any queries regarding this, please contact planningpermits@melair.com.au.

Regards
Melbourne Airport

Do Not Reply - This is an auto-generated email.

The RFI also appears on your Dashboard.

▼ Open RFIs

List of Open RFIs in which you are involved

	Request Id	Application Id	Address	Title	Request By	Request Date	Info	Action
	124	116	7 BOSCO DR, EDEN PARK	Timeline	Airport Planner 1	06 Feb 2026 10:18 AM		

1. Press on the **Request id** to open the RFI.

The following type of screen is displayed.

Summary Related Actions



RETURN TO APPLICATION RESPOND

Request for Information #124

Application
PN26-116

Title
Timeline

Status
Open

Requested by
Airport Planner 1

Requested Date
06 Feb 2026 10:18 AM

Assigned To
 Gerard Green

Timeline

05 Feb 2026

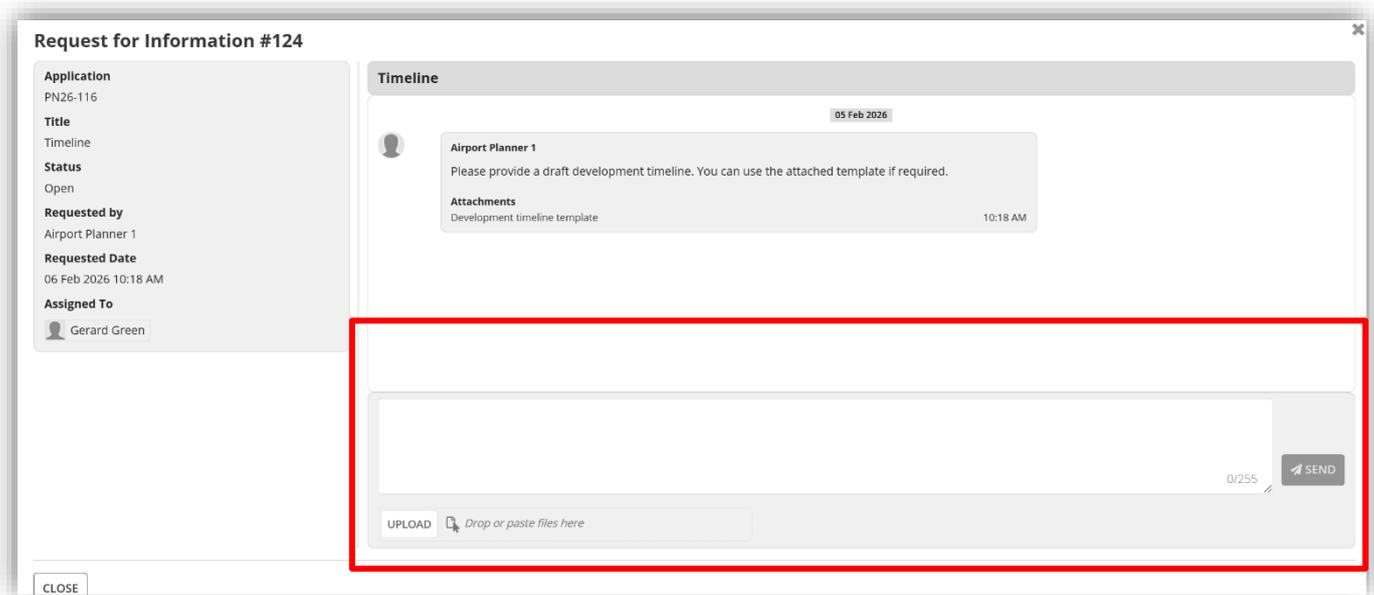
 **Airport Planner 1**

Please provide a draft development timeline. You can use the attached template if required.

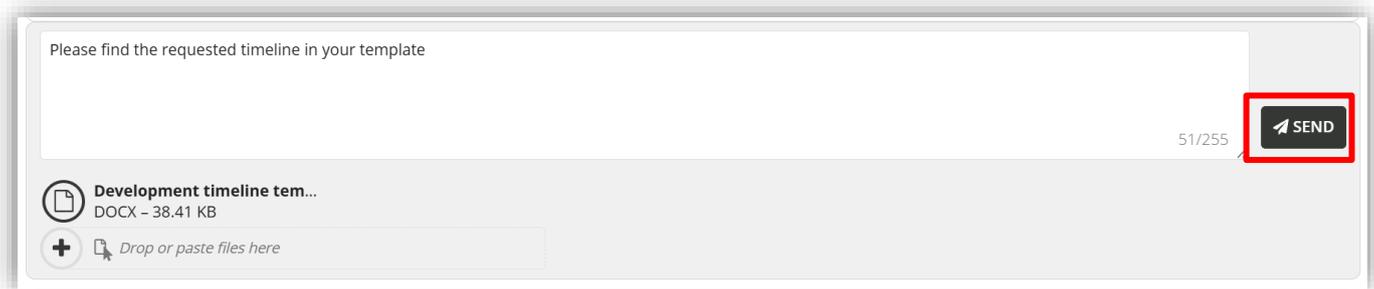
Attachments
Development timeline template 10:18 AM

2. Press **RESPOND** to reply to the RFI.

The details of the RFI are displayed and a panel to enter your response is shown.



3. Type your **response** in the message box and **upload** any documentation.



4. Press **SEND**.

The details of the messages are shown.

Request for Information #124

Application
PN26-116

Title
Timeline

Status
Open

Requested by
Airport Planner 1

Requested Date
06 Feb 2026 10:18 AM

Assigned To
 Gerard Green

Timeline

05 Feb 2026

Airport Planner 1

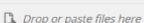
Please provide a draft development timeline. You can use the attached template if required.

Attachments
Development timeline template 10:18 AM

Please find the requested timeline in your template

Attachments
Development timeline template 10:30 AM

0/255 SEND

UPLOAD 

CLOSE

5. Press **CLOSE**.

When you return to your Dashboard the status of the RFI will have changed to **Awaiting Response** in the **Info** field.

▼ Open RFIs

List of Open RFIs in which you are involved

	Request Id	Application Id	Address	Title	Request By	Request Date	Info	Action
	124	116	7 BOSCO DR, EDEN PARK	Timeline	Airport Planner 1	06 Feb 2026 10:18 AM	 Awaiting Response	

Info Icon Summary



You need to respond to the airport planner



You are awaiting a response from the airport planner

i The RFI will be removed from this Open RFIs list when the airport planner closes the thread for the RFI.

Please Note

Contact planningpermits@melair.com.au for any general questions or enquiries about the application process or requirements.

In accordance with section 52(1)(c) of the Act, notice of an application under this overlay to use land, subdivide land or to construct a building or construct or carry out works must be given to the airport lessee company of Melbourne Airport in accordance with the Commonwealth Airports Act 1996, unless otherwise agreed in writing between the responsible authority and the airport lessee. The notice must be accompanied by a copy of the application, existing condition and development plans.

Melbourne Airport will provide a response 14 days from the date the notification is received.