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

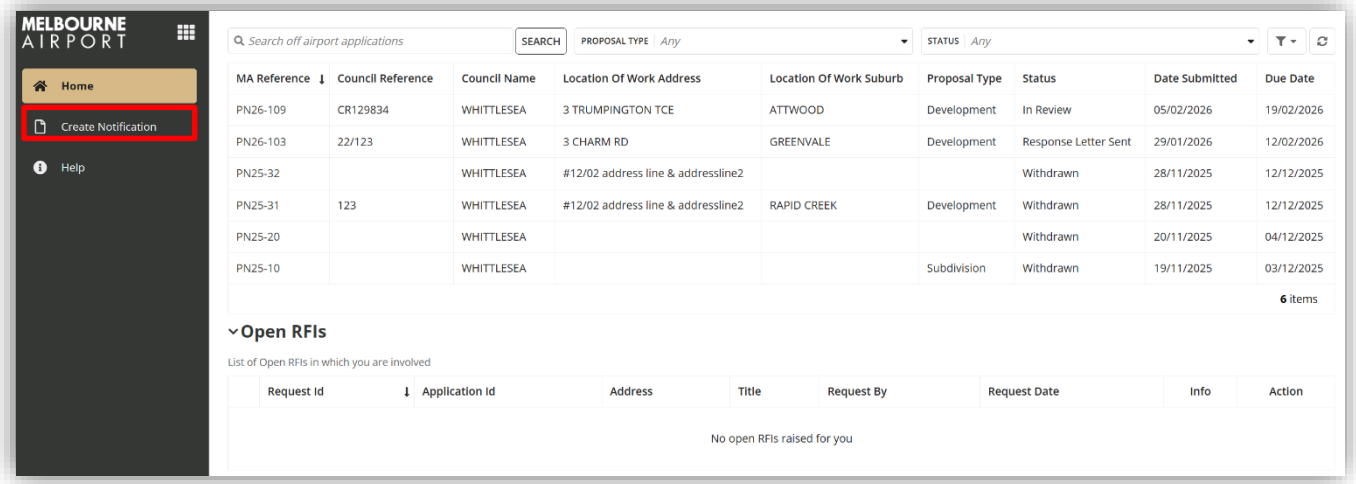
Revision number	Release Date	Description
1.0	March 2026	Initial approved document

Logging into the system

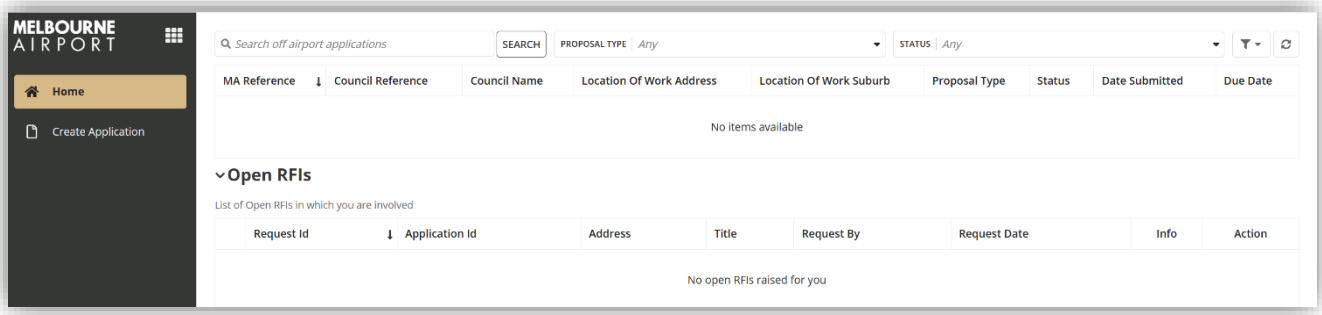
Login URL for the system is:

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.

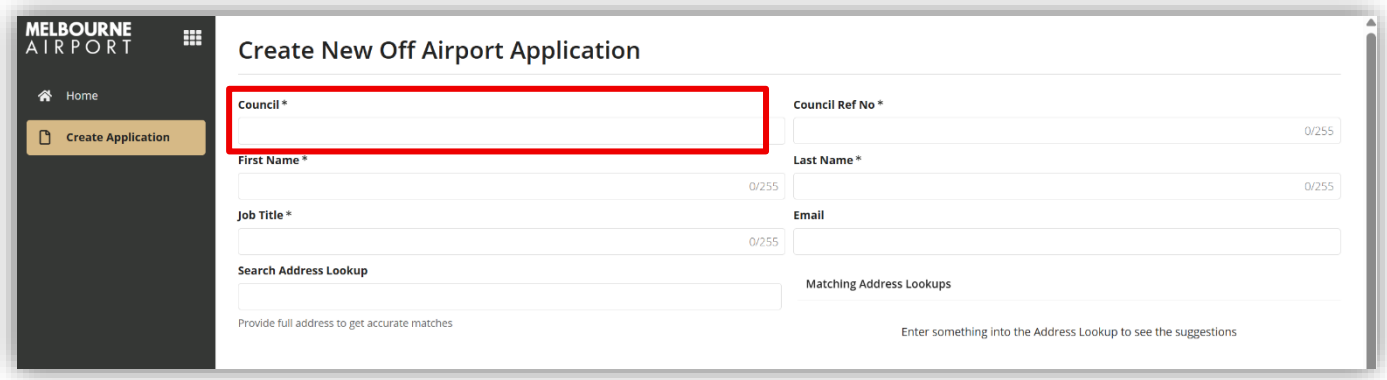


If you are totally new to the system this screen will be displayed.

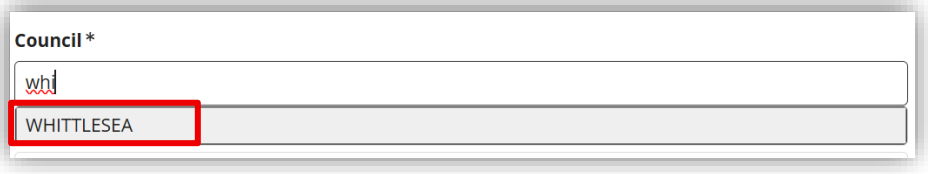


Create Application

1. Press **Create Notification.**



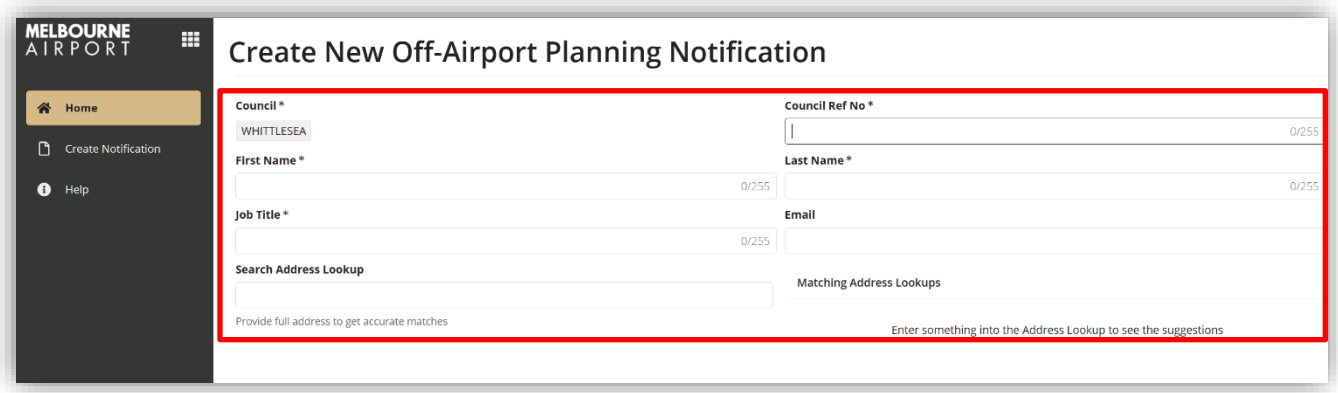
2. Type the **first few letters** of your council into the **Council** field.



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

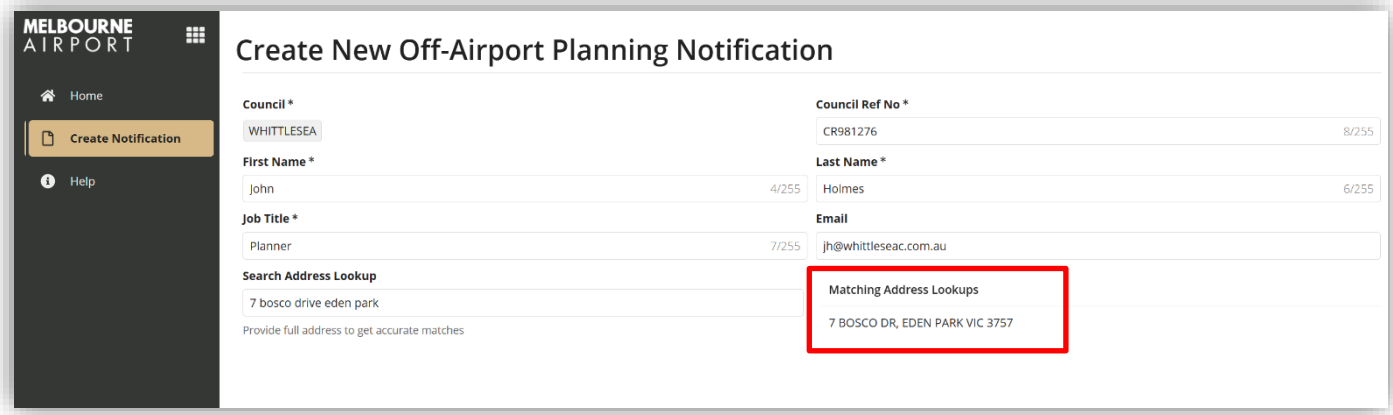
The Create New Application screen is displayed with the council selected.

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.

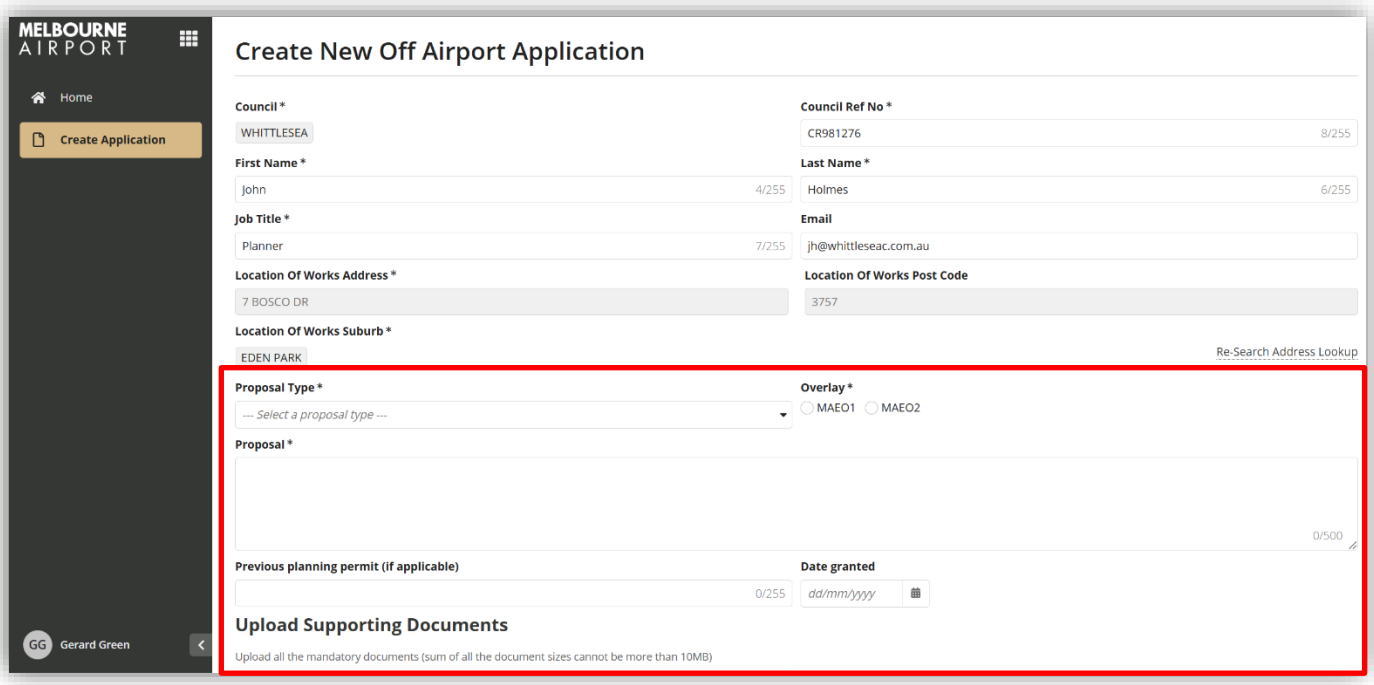
The screen will display any Matching Address Lookups.



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

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.



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

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

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

13. Select the **Overlay** required.

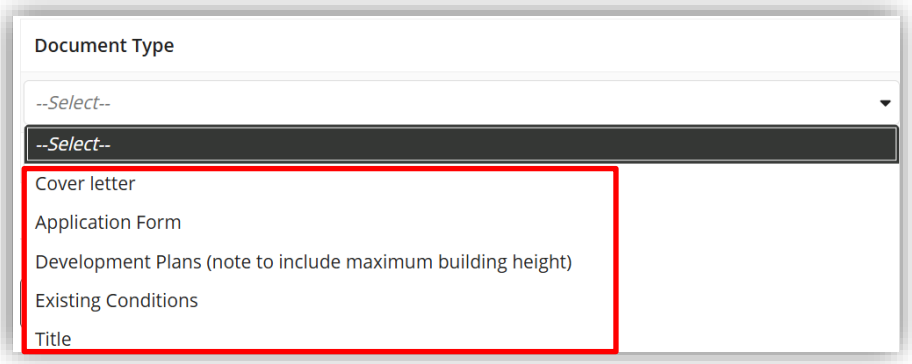
Overlays MAEO1 and MAEO2 are associated with the airport's ANEF Noise Contours with MAEO1 subject to higher noise exposures to MAE02.

If both overlays are applicable to the subject land (i.e. **both MAEO1 and MAOE2**) apply, then select the overlay that covers most or the majority of the site.

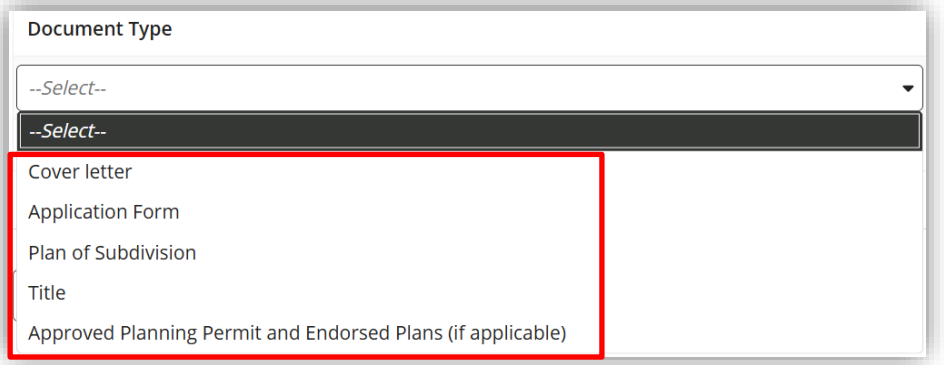
14. Describe the **Proposal** in the text box.
15. If applicable, describe the **Previous planning permit.**
16. If applicable, enter the **Date granted**.

You now need to upload the supporting documents.

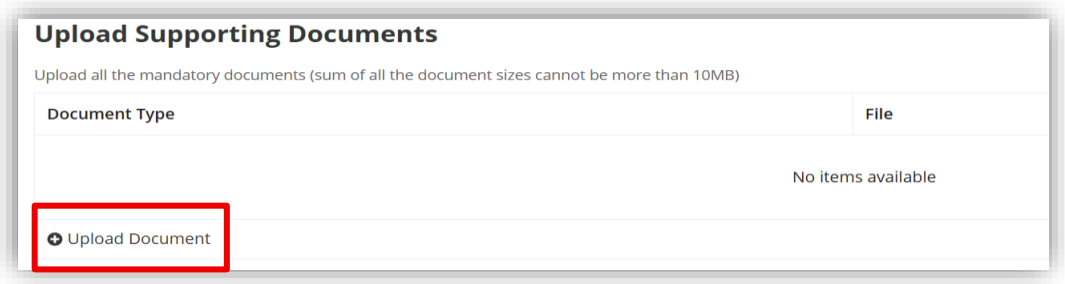
For a Development you require the following documents.



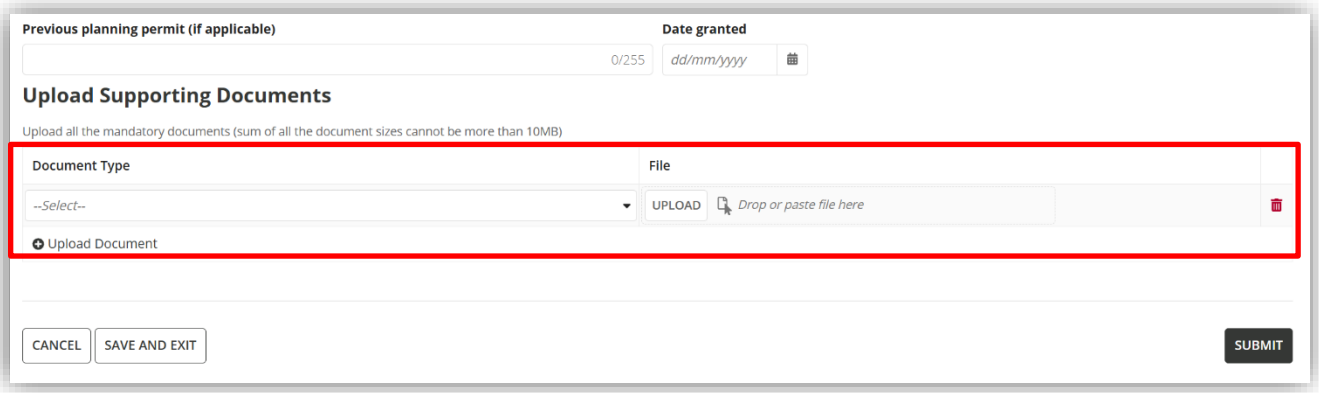
For a Subdivision you require the following documents.



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

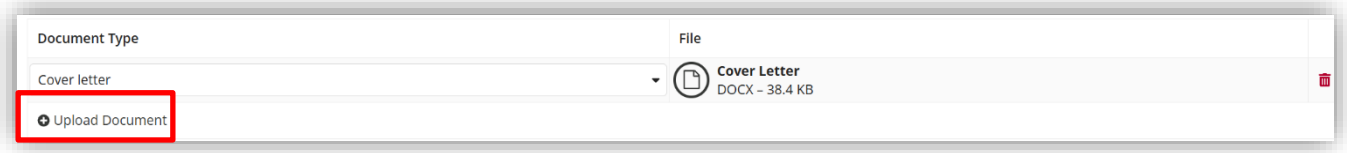


17. Begin by pressing **Upload Document.**



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.

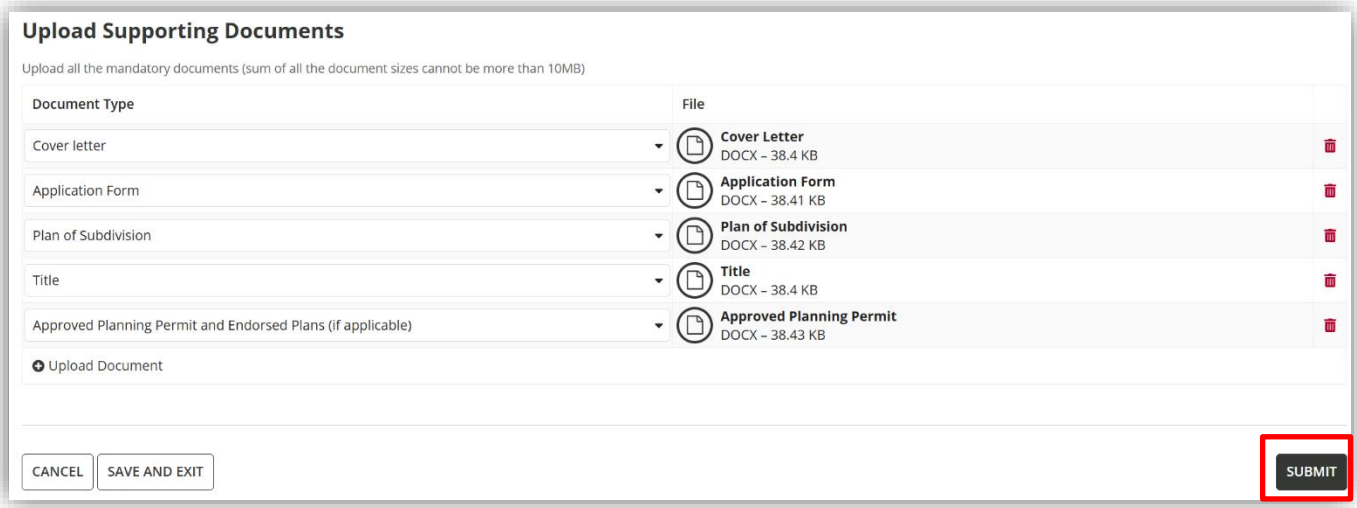


21. You now press on **Upload Document**, which displays a further line for your completion.

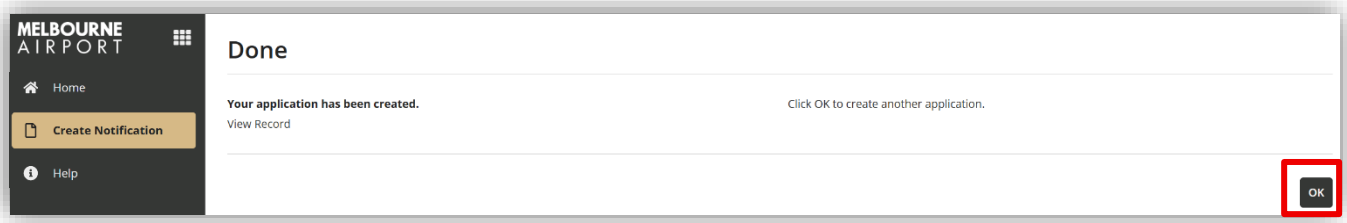
You now repeat steps 18 to 21 to upload all your documents.

You stop at step 21 when all your documents are uploaded.

When complete your will have a display similar to this.



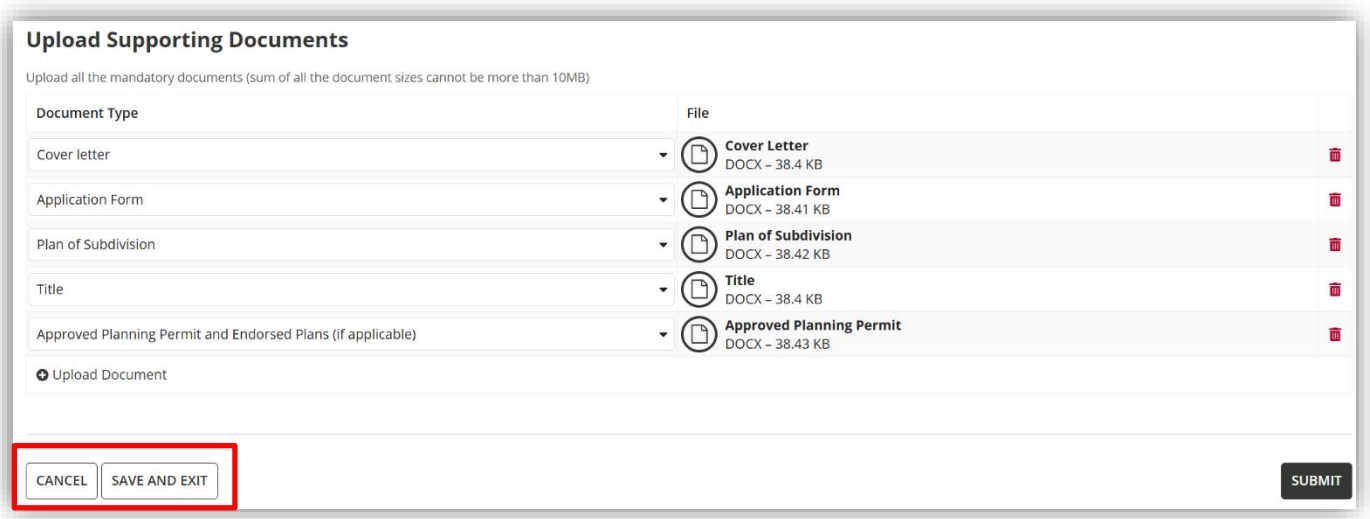
22. Press **SUBMIT** to submit your application.



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

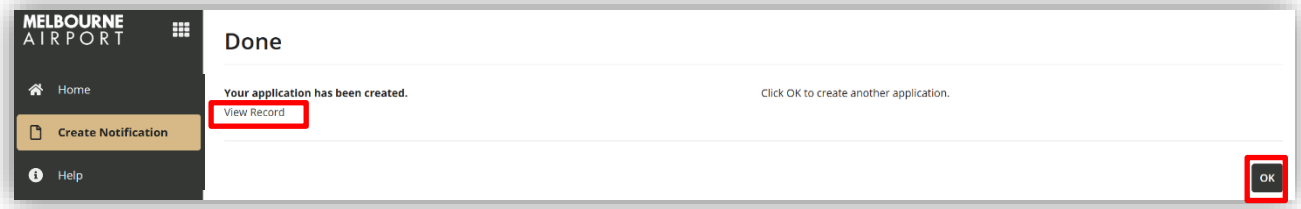
Please make sure you upload all the required supporting documents.

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



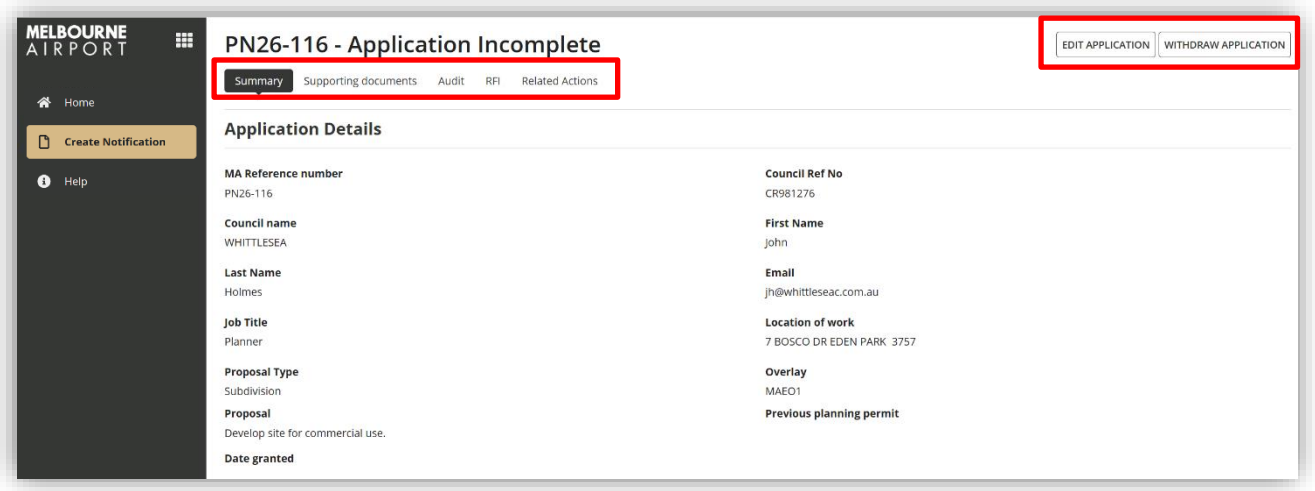
If you press CANCEL the whole application will be cancelled.

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



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

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



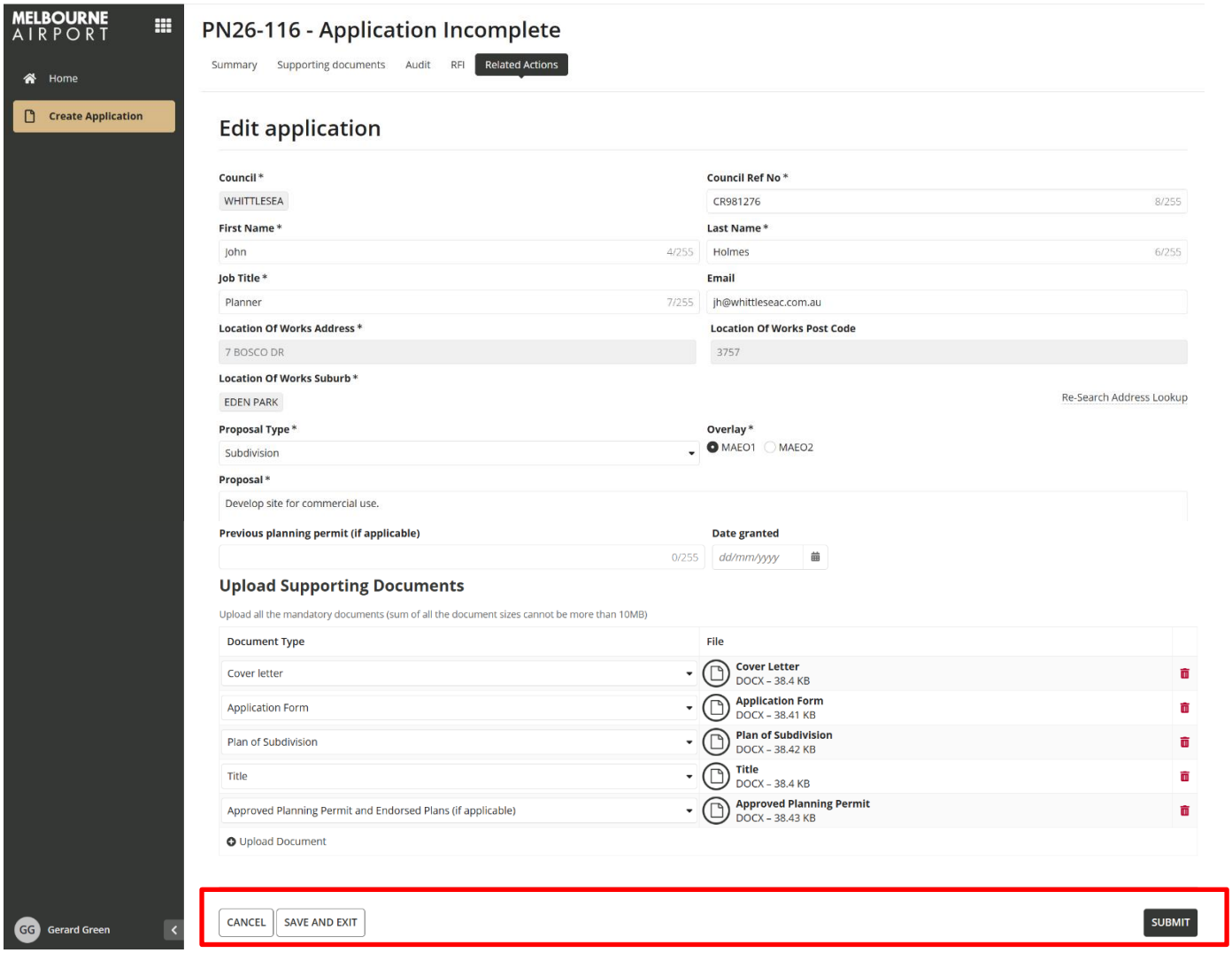
ℹ You can press the tabs at the top to view different aspects of your entered application, such as

ℹ Supporting documents.

You can withdraw the application by pressing WITHDRAW APPLICATION.

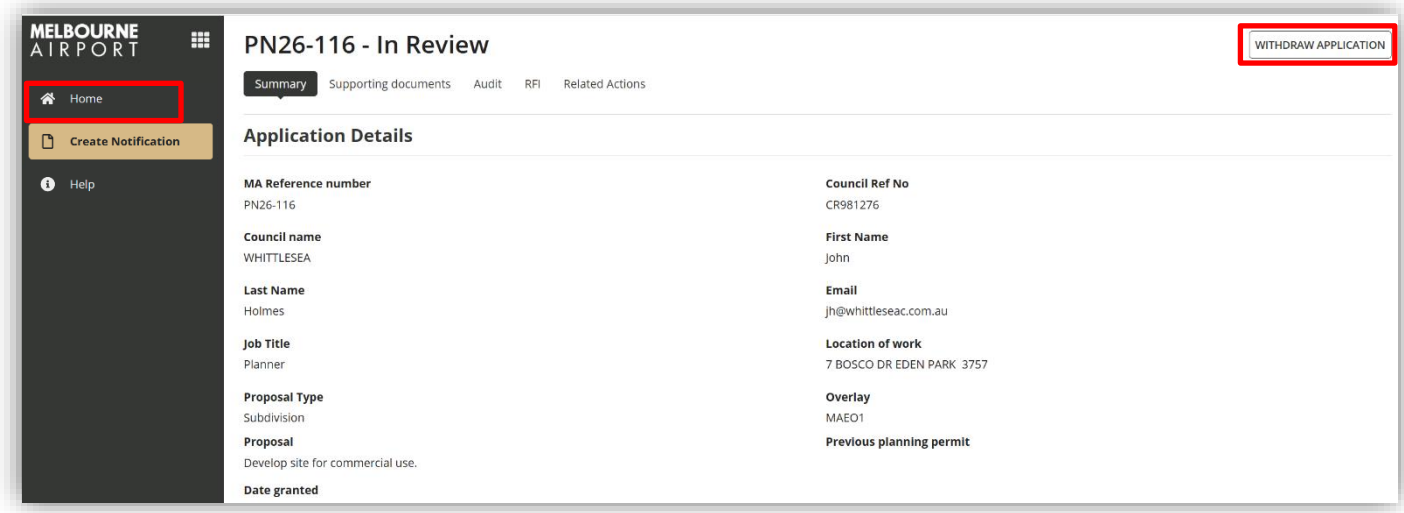
You can edit the application by pressing EDIT APPLICATION.

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

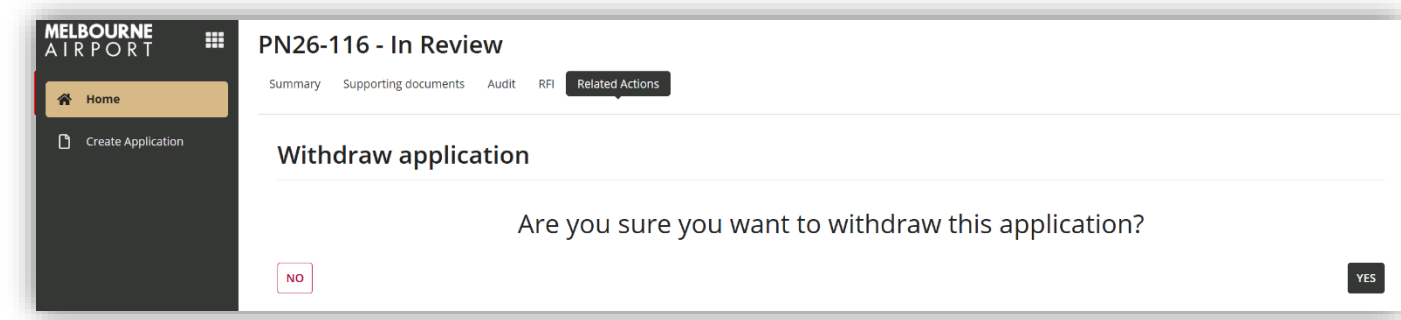


Make any required amendments on the screen.

When you press SUBMIT, this screen is displayed.



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



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.

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.

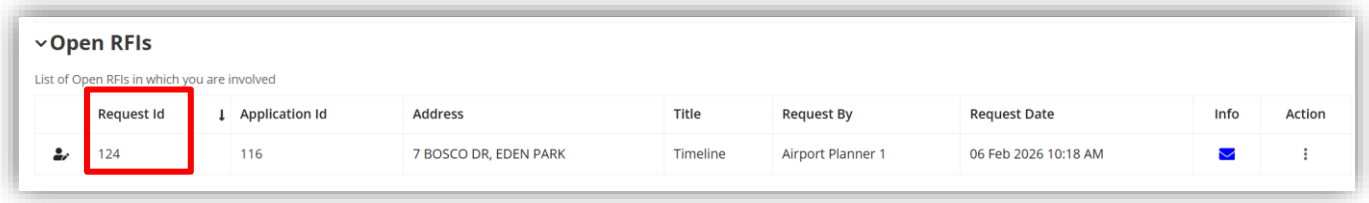
Login

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

Regards
Melbourne Airport

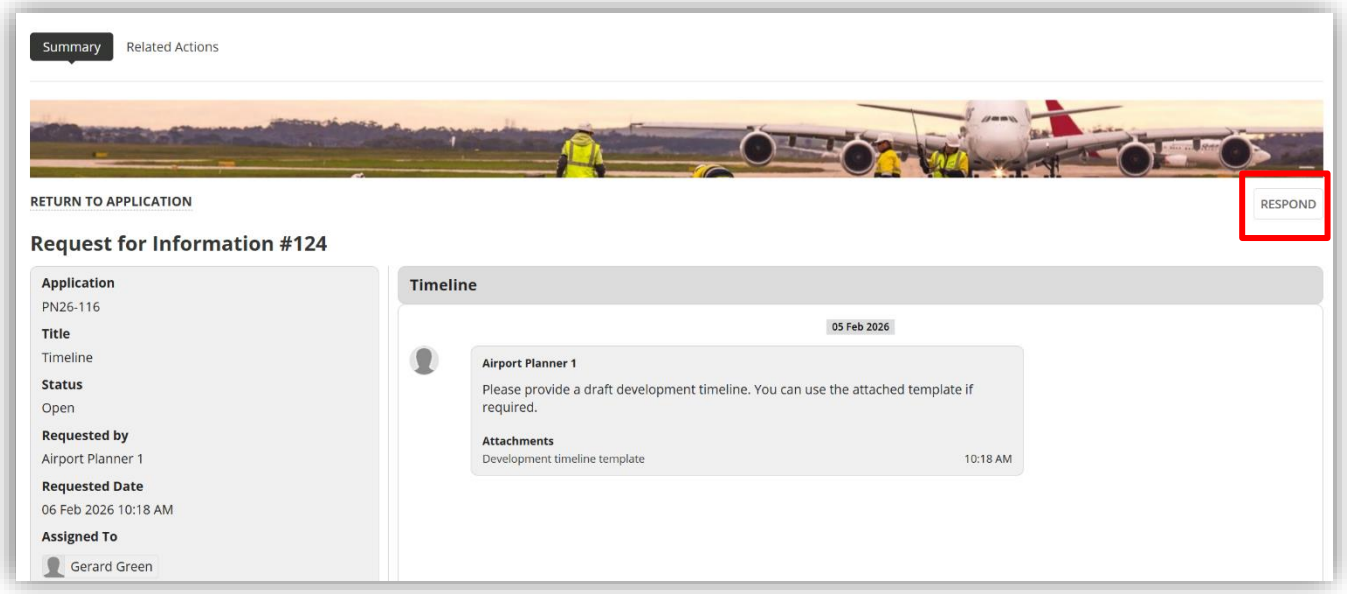
Do Not Reply - This is an auto-generated email.

The RFI also appears on your Dashboard.



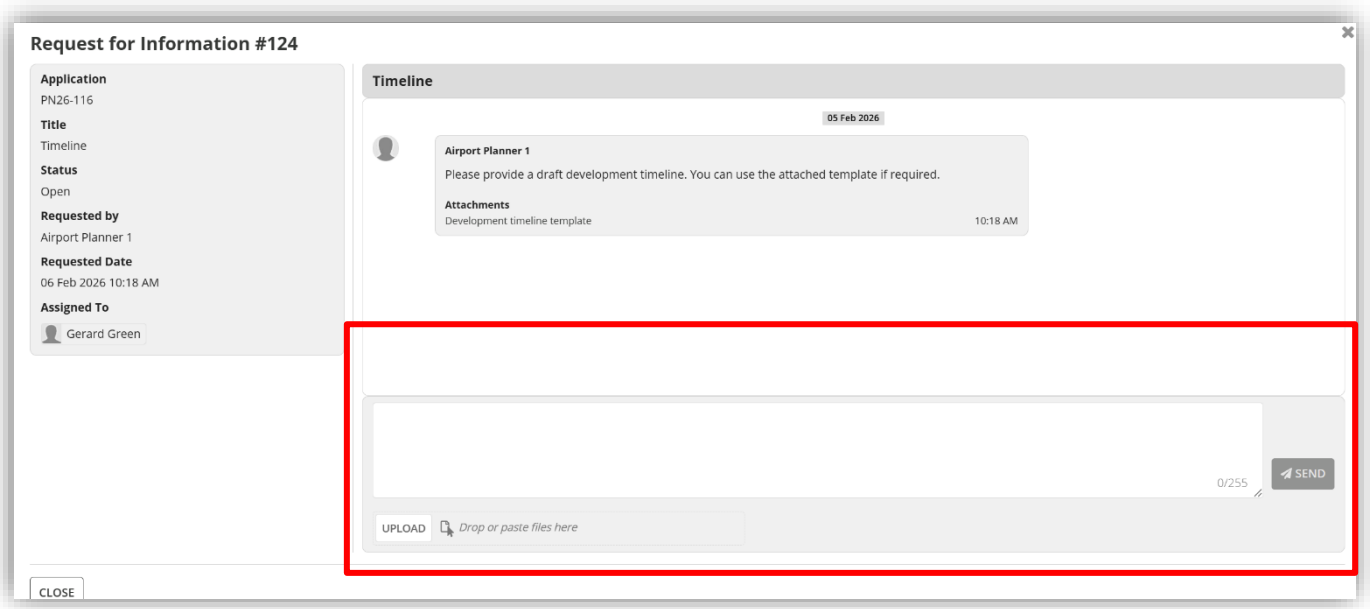
1. Press on the **Request id** to open the RFI.

The following type of screen is displayed.



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

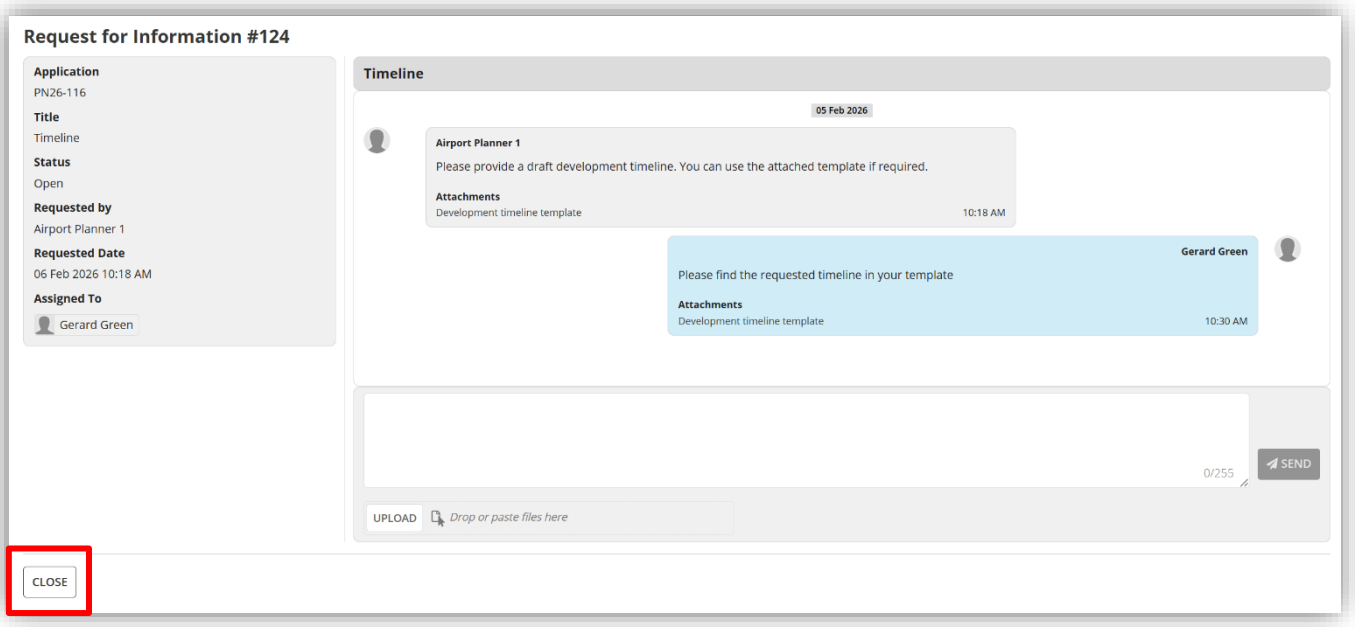
The details of the RFI are displayed and a panel to enter your response is shown.



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

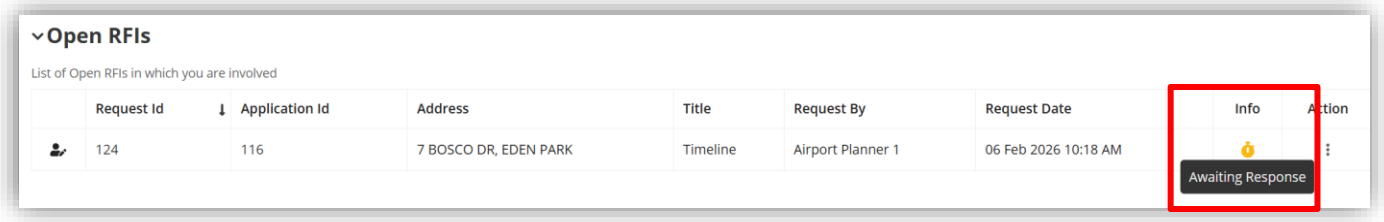
4. Press **SEND.**

The details of the messages are shown.



5. Press **CLOSE.**

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



Info Icon Summary

You need to respond to the airport planner

You are awaiting a response from the airport planner

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.