

User Guide 13 What can the public do in SPEAR?

Purpose of this User Guide

The purpose of this User Guide is to provide assistance to members of the public and registered SPEAR users about what functions are available to the public in the SPEAR system.

Who should read this?

Primary audience: **All SPEAR users and members of the public including property owners, solicitors, banks, developers and any others interested parties.**

Introduction

There are three key functions available to members of the public from SPEAR:

1. View an Application List / application overview (no registration required).
2. View details of an application for applications that are under advertisement (no registration required).
3. Lodge/withdraw an objection (after registering as an objector).

13.1 Can a member of the public view a list of SPEAR applications?

Members of the public can search and view a list of applications, including the application status, at any time using the 'Public Search' function on the SPEAR website. This can be accessed by clicking on 'Search current SPEAR applications' on the SPEAR homepage: www.spear.land.vic.gov.au/spear/

SPEAR allows users to
**process planning
 permits and
 subdivision
 applications online**

[LEARN MORE ABOUT SPEAR](#) or tell us who you are below...

Login to SPEAR

LOGIN

SPEAR system status: ✓ OK

Search current SPEAR applications

Referral Authority Directory

What's new in SPEAR?



Are you an Applicant?

- ▶ [Planning Applicants](#)
- ▶ [Surveyors](#)



Are you a Responsible Authority?

- ▶ [Councils](#)
- ▶ [Minister of Planning](#)



Are you a Referral Authority?

- ▶ [Referral Authorities](#)

Public Search

[Help](#)

To search for existing applications in the SPEAR system, enter your search criteria and click the Search button.

NOTE: Only one search criteria is required to be entered.

Click the Clear button to clear the entered search criteria.

SPEAR Ref

Plan Number

Responsible Authority

Resp Auth Ref

Street Name

search clear

The following screen represents an example of the returned results.

The screenshot shows the SPEAR application list interface. At the top, there is a header with the SPEAR logo and navigation links. Below the header, the current search results are displayed for "Responsible Authority: Bayside City Council". The table lists various applications with columns for Property, Responsible Authority, Resp Ref, Application Type, Status, Advertised, Objected, Appealed, SPEAR Ref, Plan Number, and Submitted. The table includes 20 rows of application data, such as "33 ALBERT STREET, HIGHETT VIC 3190" and "29 ALBERT STREET, HIGHETT VIC 3190".

Property ^	Responsible Authority	Resp Ref	Application Type	Status	Advertised	Objected	Appealed	SPEAR Ref	Plan Number	Submitted
33 ALBERT STREET, HIGHETT VIC 3190	Bayside City Council	GM 13/4573	Planning Permit and Certification	Permit Decision Pending				S039397J	P5719484R	31/07/2013
29 ALBERT STREET, HIGHETT VIC 3190	Bayside City Council	GM 13/4579	Planning Permit and Certification	Certification Decision Pending				S039960H	P5721023S	14/08/2013
35 ALBERT STREET, HIGHETT VIC 3190	Bayside City Council	MJ 13/4574	Planning Permit and Certification	Certification Decision Pending				S039396P	P5719485P	31/07/2013
38 ANITA STREET, BEAUMARIS VIC 3193	Bayside City Council	MJ 13/4536	Certification of a Plan	Certification Decision Pending				S036494A	P5708152F	27/05/2013
10 ARTHUR AVENUE, BRIGHTON VIC 3186	Bayside City Council	JC 13/4483	Planning Permit and Certification	Released for Lodgement at Land Victoria				S033321C	P5717607N	06/03/2013
20 BALCOMBE PARK LANE, BEAUMARIS VIC 3193	Bayside City Council	PT - 13/4618	Certification of a Plan	Certification Decision Pending				S043085H	PC372817J	23/10/2013
70 BANFIELD STREET, SANDRINGHAM VIC 3191	Bayside City Council	PT 12/4423	Planning Permit and Certification	Permit Decision - Grant				S028652H	P5640744D	17/10/2012
9 BARR STREET, BRIGHTON EAST VIC 3187	Bayside City Council	11/4174	Certification of a Plan	Released for Lodgement at Land Victoria				S013560P	P5632862L	04/05/2011
232 BAY STREET, BRIGHTON VIC 3186	Bayside City Council	PT 12/4427	Planning Permit and Certification	Certification Decision Pending				S028307V	P5640732L	09/10/2012
380 BAY STREET, BRIGHTON VIC 3186	Bayside City Council	12/4407	Planning Permit (Subdivision land: 1...)	Permit Decision Pending				S013152A	P5632854R	13/09/2012
91 BAY ROAD, SANDRINGHAM VIC 3191	Bayside City Council	SK 13/4461	Planning Permit and Certification	Referred				S031652A	P5714350R	22/01/2013
380-388 BAY STREET BRIGHTON VIC 3186	Bayside City Council	GM - 12/4407	Certification of a Plan	Certification Decision Pending				S042636T	P5632854R/53	14/10/2013
88 BAY ROAD, SANDRINGHAM VIC 3191	Bayside City Council	MJ - 13/4614	Planning Permit and Certification	Referred				S042503M	P5721018K	14/10/2013
29 BAY ROAD, SANDRINGHAM VIC 3191	Bayside City Council	PT - 13/4619	Planning Permit and Certification	Permit Decision Pending				S043204A	P5720378H	25/10/2013
131 BAY ROAD, SANDRINGHAM VIC 3191	Bayside City Council	MJ 13/4503	Planning Permit and Certification	Certification Decision Pending				S034689M	P5718534I	12/04/2013

13.2 How do members of the public view details of applications in SPEAR?

Any application in SPEAR can be viewed in a public search, without having to obtain a user name or password in SPEAR.

The type of application (and its processing state) will determine the level of information available through the Public Search screen.

To view an application in more detail, including the nominated property, the nature of the proposal and the name of the Applicant Contact, click on the hyperlinked property name for that application.

If an application is under advertisement, certain key documents supporting the application may also be viewed by the public under the 'Documents' heading as shown below. These documents can be viewed / printed as required.

You will also notice that the phrase 'Advertised' is displayed in red font within the 'Milestones' section.

SPEAR

Return to Search Results | Home | Contact Us | Help | Help (Objection)

Application Overview

Applicant Contact Catherine Rosevear (Breeze Pitt Dixon Pty Ltd)

Property Address 6 WERE STREET, BRIGHTON VIC 3186

Responsible Authority Bayside City Council

Application Type Planning Permit and Certification under the Subdivision Act

Proposal Type Dealing Type Section 22 (Subdivision) (PS720053N) 2 lots

Submitted 01/10/2013

Intended use 1. Subdivision of the subject properties to realign the boundary between the 2 existing irregular

Documents [Responsible Authority Reference Number](#)

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Actions

- [Lodge an online objection](#) (Registered users only)
- [Unregistered users - register here first](#) before lodging an online objection

Milestones Advertised

<input checked="" type="checkbox"/> Application Submission	01/10/2013
<input checked="" type="checkbox"/> Referral	06/11/2013
<input checked="" type="checkbox"/> Advertising Commenced	03/12/2013
<input type="checkbox"/> Planning Permit	Not Issued
<input type="checkbox"/> Original Certification Date	Not Issued
<input checked="" type="checkbox"/> Street Addressing (Submitted on M1)	28/11/2013
<input type="checkbox"/> Statement of Compliance	Not Issued
<input type="checkbox"/> Released for Lodgement at Land Victoria	Not Released
<input type="checkbox"/> Registered at Land Victoria	Not Issued

The documents will remain accessible to the public until the Responsible Authority makes a planning permit decision (for planning permit applications) or the plan of subdivision has been registered at Land Use Victoria.

If the application is being advertised outside of SPEAR, then the milestone will show 'Advertised: Outside of SPEAR', and no documents will be available via the public search.

Application documents can also be accessed directly from the Responsible Authority's office in accordance with their existing process for people that do not have access to the Internet.

13.3 How do you lodge an online objection in SPEAR?

Objectors must register in SPEAR before they can lodge an objection to an application.

Each registered objector can object to only one SPEAR application at a time.

Objectors can register by clicking on the [register here first](#) link on the SPEAR homepage (in the registered users box), or on the Summary tab of an advertised application.

Once agreeing to terms and conditions, the objector completes the online registration form, and selects the tick box to indicate they are registering as an objector.

SPEAR will automatically email them a username and password to their nominated email address.

The objector can now login to SPEAR from the SPEAR homepage. The first time a user logs in to SPEAR, they are prompted to change their password. See the SPEAR Password Rules at the bottom of this document for more details.

The objector can then proceed to search for the application they wish to object to, and then click on the underlined address details of the property to view the Summary tab.

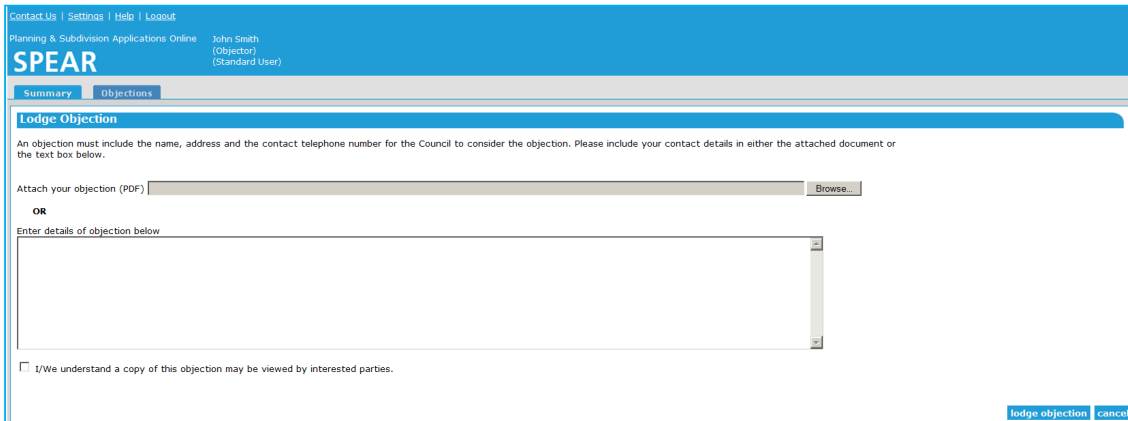
NOTE: Objections can only be made through SPEAR to applications that have been advertised in SPEAR. If the application is advertised outside of SPEAR, then the objection must be lodged directly with the Responsible Authority.

To lodge the objection, the objector can click on the [Lodge an online objection](#) link in the 'Actions' section of the screen.

The objector is then prompted to add their letter of objection. The letter should include the objectors name, address and telephone number.

The objection letter can be attached to SPEAR, provided it is in PDF format. Alternatively, the objector can type (or copy & paste) the required text into the text box provided (as shown below).

The objector must tick the tick box to indicate that they understand that the objection may be viewed by other interested parties and then click the 'lodge objection' button to finish.



The screenshot shows the 'Lodge Objection' form in the SPEAR system. The user is identified as John Smith (Standard User). The form has two tabs: 'Summary' and 'Objections'. The 'Lodge Objection' section contains the following elements:

- A header: "Lodge Objection"
- Instructions: "An objection must include the name, address and the contact telephone number for the Council to consider the objection. Please include your contact details in either the attached document or the text box below."
- A file upload field: "Attach your objection (PDF)" with a "Browse..." button.
- A separator: "OR"
- A text area: "Enter details of objection below" with a scrollable input field.
- A checkbox: " I/We understand a copy of this objection may be viewed by interested parties."
- Buttons: "lodge objection" and "cancel" at the bottom right.

Other objections in the application can be viewed by clicking on the [View other people's online objections](#) link on the Summary tab.

The Responsible Authority and Applicant Contact will receive an email notification advising them of the new objection.

13.4 How do objectors withdraw an objection from SPEAR?

This may prompt either the Responsible Authority or Applicant Contact to correspond with the objector and negotiate changes to resolve objections.

Following discussions and/or alterations to the application, the objector may wish to withdraw or re-submit their objection. Access these options by logging into SPEAR, searching for the property, and viewing the application details on the Summary tab.

To make alterations to the objection, the objector must withdraw their current objection. They will then have the option to 'Lodge an online objection' which will allow them to add their new/amended letter of objection to the application.

The Responsible Authority and Applicant Contact will receive notifications from SPEAR advising of the changes.

13.5 Password Rules

The following rules apply when creating your new SPEAR password.

- Minimum length of 8 characters.
- Must contain at least one upper case letter (A-Z), one lower case letter (a-z), and one digit (0-9).
- Must not contain more than four identical consecutive characters.
- Must not contain the user's login ID.
- Must not be the same as any of the last 12 passwords for that user.
- Must not have any more than five consecutive characters in common with the previous password.
- Any keyboard symbols are allowed, but not required in passwords. They include - ` ! @ # \$ % ^ & * () _ + { } [] | \ : ; " ' < , > . ? / .

If you wish to change your password prior to expiry, ensure that you are logged into SPEAR first and then select the Settings hyperlink.

Need more information?

Further information on this topic can be found by:

1. Visiting the SPEAR website www.spear.land.vic.gov.au/SPEAR
2. Contacting the SPEAR Service Desk on 9194 0612 or email spear.info@delwp.vic.gov.au
3. Selecting the Help link in the relevant area of the system.