

Planning Permit Applications Checklist

for dwellings, sheds, garages, buildings and other applications (i.e. uses & liquor licences)

A Planning Permit Application *must* be accompanied by the following information:

- Completed **Planning Permit Application form**
- Application **fee** paid when lodging your application (Check the cost of fees with Planning Services)
- Current copy of the property Title.** Titles have two sections and Planning needs both:
 1. Title (Register) Search Statement (showing ownership details and land details)
 2. Title Plan (Copy of Plan) (showing a diagram of the land and/or subdivision lots with dimensions)

Your Title Search and Title Plan are dated and produced by Land Victoria (Titles Office). The date on the Title Search and Title Plan must be within two months from the date you submit your planning permit application. This is so that Planning can check for any restrictions on the Title.

You can order current Titles from <http://www.land.vic.gov.au> open (fees apply), or phone 03) 8636 2456.

Applications to construct dwellings, sheds, garages or other buildings:

- Three copies (A3 size) of a **Site Plan** drawing drawn to scale and fully dimensioned. A Site Plan must show:
 - The boundaries and dimensions of the site
 - A north point
 - The location of proposed buildings and/or works, building envelopes and septic system envelopes showing their dimensions, and distances in metres from both envelopes to two property boundaries
 - The location and dimensions of **all** existing and proposed buildings and works, showing setback distances in metres between buildings, from boundaries and the closest street(s)
 - Other features such as vegetation, car parking space(s), driveways and vehicle access points onto the land. Note that the CFA require a minimum driveway width of 3.5 metres for fire fighting access.
 - Significant features of the land including stands of native and exotic vegetation and trees, dams, streams (including erosion gullies), hilltops and ridgelines.
 - **Please show locations of any vegetation and/or trees proposed to be removed, as vegetation removal may require a planning permit.**
- Three copies (A3 size) of proposed **floor and elevation plans** (showing exteriors from the North, South, East and West)
 - floor plans and elevations must be drawn to scale and fully dimensioned
 - include details of construction materials and colour finishes
- A brief written description of the proposed development providing details of the proposed use and/or development of the property (i.e. construction and use of a dwelling, construct a shed, two-lot subdivision etc)

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Other Information Requirements:

In addition to the documents above, the following information **may** also be required, depending on the type of application:

- Photographs of any areas of dwellings and buildings where changes are proposed.
 - Photos and drawings of current and proposed external signs, lettering and colours help us assess your application. Photos are particularly helpful in areas which have a Heritage Overlay.

- A Land Capability Assessment Report
 - This may be required if the land is not connected to reticulated sewer, and if a septic system is planned
 - Contact a licensed plumber for advice
 - Read Wastewater Management information on our website at http://www.mountalexander.vic.gov.au/Page/page.asp?Page_Id=190&h=0
 - Call our Environmental Health Officer for advice on 03 5471 1768 or Customer Service on 03 5471 1700
 - We will let you know if a Land Capability Assessment Report is required

- Relevant State and Local Planning Policies
 - A detailed written response to specific Planning Policies may be required as part of the Planning Application. (Check with Planning Services)
 - Applications for dwellings in the Farming Zone require a detailed written response to the Decision Guidelines of the Farming Zone (Planning Scheme Clause 35.07-6)
 - Any other information required or triggered by a Zone, Overlay or Council Policy

Please note: **Applications will not be assessed until all required information is received.** Further information may be required by Council during the assessment process. If you have any questions please contact the Sustainable Development Unit on 03 5471 1782 or Customer Service on 03 5471 1700.