

# Development in a Heritage Overlay

# Planning Checklist

For all Planning Applications, the following MUST be provided:

1. An Application Form completed and signed
2. A recent copy of Title for the land (the search should be dated not more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and a copy of any restriction or covenant that may affect the land (A Certificate of Title may be obtained online at [www.landata.vic.gov.au](http://www.landata.vic.gov.au) or by visiting the Land Information Centre located on the level 10, 570 Bourke Street, Melbourne)
3. The Application Fee (if applicable)

In addition to the above, the following must also be submitted:

4. A copy of fully dimensioned plans and elevations at preferred scales of 1:100 or 1:200, including the following (as appropriate):
  - A site plan clearly showing the existing layout
  - Where the proposal includes demolition (including fences and outbuildings), a site plan showing the extent of demolition must be submitted
  - Proposed floor plan
  - Elevation plan which details proposed materials, colours and finishes
5. A brief written description of the proposal and photographs of the existing conditions
6. A written response against any relevant State and Local Planning Policies and the Heritage Overlay demonstrating how the proposal satisfies the purpose, objectives and decision guidelines

Notes:

---

---

---

---

---

---

---

This Checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after lodgement. Other controls in the planning scheme may affect your proposal. Please check the planning scheme requirements before submitting a planning application by visiting the City of Greater Geelong website at [www.geelongaustralia.com.au/residents/planning](http://www.geelongaustralia.com.au/residents/planning) or contact Council's Statutory Planning Unit between 8:00am to 5:00pm, Monday to Friday on 5272 4456 or at our offices at 137 Mercer Street, Geelong.