



Planning Checklist

Buildings and Works

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 60 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 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 at preferred scales of 1:100 or 1:200, including the following (as appropriate):
 - Existing site plan including boundaries and dimensions of the site and any existing buildings
 - Proposed site plan including proposed buildings, landscaping, driveways and parking areas
 - The use of existing and proposed buildings
 - Floor plans showing internal layout
 - Elevation plans including colours and finishes
5. Any Application Requirements as listed under the relevant zone or overlay in the Planning Scheme
6. A written response against any relevant State and Local Planning Policies demonstrating how the proposal satisfies the purpose, objectives and decision guidelines
7. A written response against the relevant zone and/or 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 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.