

Checklist 6

Construct a building or works in an overlay

Pre-application discussion: Was there a pre-application meeting? Who with and when?

<input type="checkbox"/>	Planning Officer:	Date:
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<input type="checkbox"/>	Building surveyor:	Date:
Under building regulations, fences on corner allotments need to respond to safety in relation to vehicle sight lines and pedestrians.		
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Information Requirements

For all planning permit applications the following MUST be provided:

<input type="checkbox"/>	A completed application form
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<input type="checkbox"/>	Signed declaration on the application form
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<input type="checkbox"/>	The application fee
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Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

<input type="checkbox"/>	Copy of title and any registered restrictive covenant. The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
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<input type="checkbox"/>	3 copies of a plan drawn to scale and fully dimensioned showing:
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<input type="checkbox"/>	The location, shape and size of the site.
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<input type="checkbox"/>	The location, length, height and design of the proposed buildings and works including details of materials.
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<input type="checkbox"/>	The location of any existing buildings, including fences and trees.
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<input type="checkbox"/>	For land in a Neighbourhood Character Overlay, any buildings proposed to be demolished.
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<input type="checkbox"/>	For land in a Neighbourhood Character Overlay, a written description of the proposal including:
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<input type="checkbox"/>	The built form and character of adjoining and nearby buildings.
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<input type="checkbox"/>	How the proposal responds to the key features and objectives specified in the schedule to the overlay.
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<input type="checkbox"/>	If demolition is proposed, the reason for the demolition.
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<input type="checkbox"/>	How the proposal meets the requirements of Clause 54.02-1, 54.02-2, 54.03-1, 54.03-2, 54.03-3, 54.03-4, 54.04-1, 54.04-2, 54.04-3, 54.04-4, 54.06-1, 54.06-2, including any Clause 54 modification specified in the schedule to the overlay.
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<input type="checkbox"/>	For land in a Design and Development Overlay, a written description of the proposal including:
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How the proposal responds to the design objectives specified in a schedule to the overlay.

How the proposal meets the requirements specified in a schedule to the overlay.

The built form and character of adjoining and nearby buildings.

The built form and character of adjoining and nearby buildings.

For land in an Erosion Management Overlay, information showing:

The extent of any proposed earthworks.

The means proposed to stabilise disturbed areas.

For an application under the Salinity Management Overlay, written advice including plan references and any conditions from the referral authority demonstrating that the referral authority has considered the proposal for which the application is made within the past three months and does not object to the granting of the permit for the proposal.

Note: If a proposal falls into more than one VicSmart class of application, the information requirements of each class apply and the corresponding checklists should be completed.