

Planning Checklist

Development in a Special Building Overlay

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 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. One copy of fully dimensioned plans at preferred scales of 1:100 or 1:200, including the following (as appropriate):
 - The boundaries and dimensions of the site
 - Relevant existing and proposed ground levels, to Australian Height Datum (AHD) taken by or under the direction or supervision of a licensed land surveyor
 - The layout, size and use of existing and proposed buildings and works, including vehicle parking areas
 - Elevation plans with floor levels of any existing and proposed buildings to AHD
 - Cross sectional details of any basement entries to AHD
 - Detailed drawings of any structures or fencing (to identify permit triggers/exemptions)
5. A written response against any relevant State and Local Planning Policies and the Special Building Overlay demonstrating how the proposal satisfies the purpose, objectives, and decision guidelines
6. Please note, the application will be referred to Councils Engineering Department

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 St, Geelong