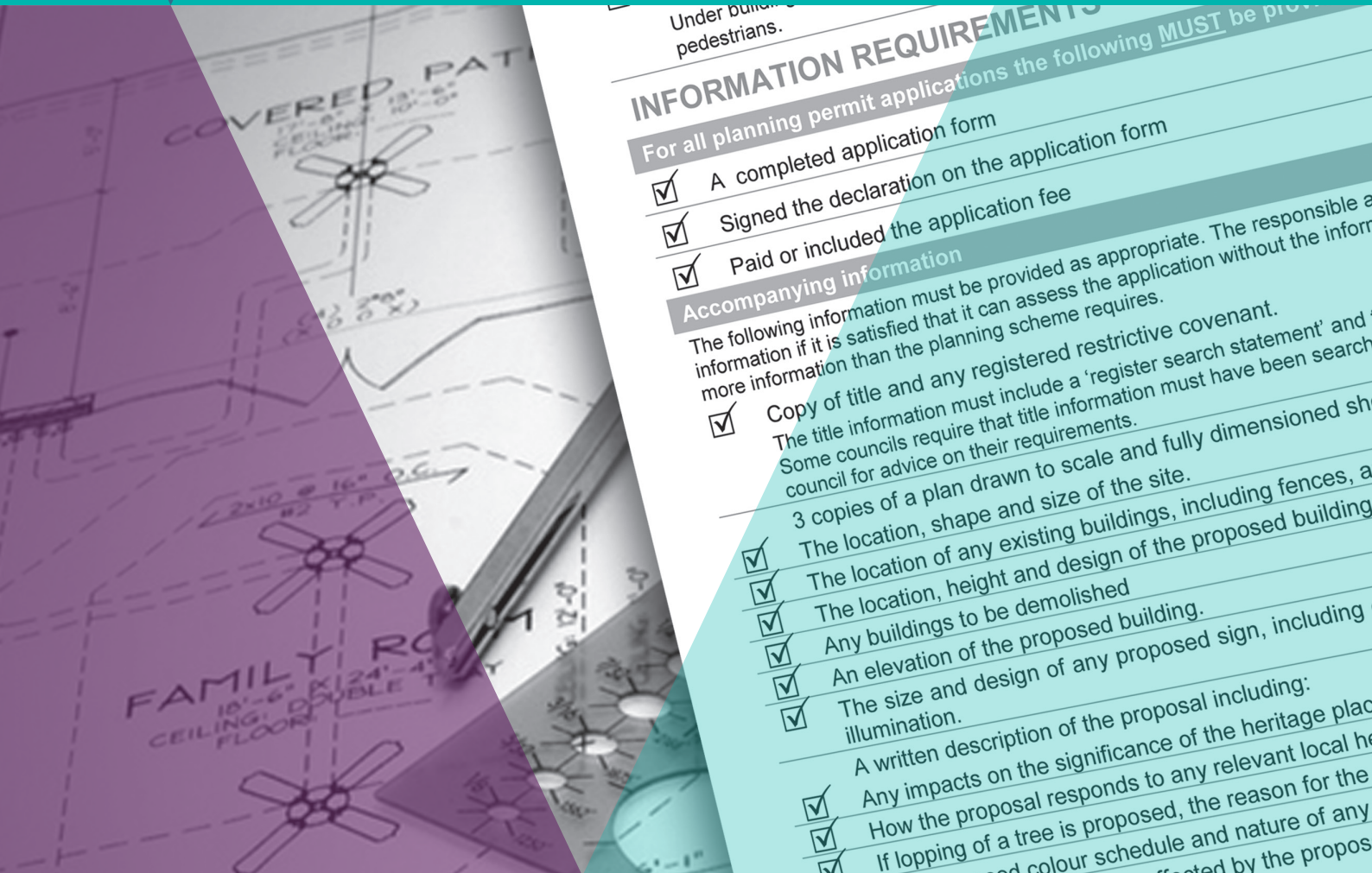


Checklists for VicSmart Applications



INFORMATION REQUIREMENTS

For all planning permit applications the following **MUST** be provided:

- ☒ A completed application form
- ☒ Signed the declaration on the application form
- ☒ Paid or included the application fee

Accompanying information

The following information must be provided as appropriate. The responsible authority must be satisfied that it can assess the application without the information if it is satisfied that it can assess the application without the information. Some councils require that title information must have been searched for more information than the planning scheme requires.

- ☒ Copy of title and any registered restrictive covenant.
- ☒ The title information must include a 'register search statement' and more information than the planning scheme requires.
- ☒ 3 copies of a plan drawn to scale and fully dimensioned showing the location, shape and size of the site.
- ☒ The location of any existing buildings, including fences, a
- ☒ The location, height and design of the proposed building
- ☒ Any buildings to be demolished
- ☒ An elevation of the proposed building.
- ☒ The size and design of any proposed sign, including illumination.
- ☒ A written description of the proposal including:
 - ☒ Any impacts on the significance of the heritage place
 - ☒ How the proposal responds to any relevant local heritage
 - ☒ If topping of a tree is proposed, the reason for the
 - ☒ Proposed colour schedule and nature of any
 - ☒ affected by the proposal



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Contents

- 1 Realign a boundary between two lots
- 2 Subdivide land into lots each containing an existing building or car parking space
- 3 Subdivide land with an approved development into two lots
- 4 Construct a front fence in a residential zone
- 5 Construct a building or works in a zone (other than a rural zone)
- 6 Construct a building or works in an overlay
- 7 Remove, destroy or lop one tree
- 8 Minor subdivision, minor buildings and works, painting or tree lopping in a Heritage Overlay
- 9 Minor subdivision or buildings and works in a Special Building Overlay
- 10 Display a sign in a commercial, industrial zone, or special purpose zone
- 11 Reduce a car parking requirement
- 12 Two lot subdivision in a rural zone
- 13 Construct a building or works in a rural zone
- 14 Extension to one dwelling on a lot in a residential zone

Checklist 1

Realign a boundary between two lots

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

☐ Planning Officer: _____ Date: _____

Information Requirements

For all planning permit applications the following MUST be provided:

- ☐ A completed application form
- ☐ Signed declaration on the application form
- ☐ The application fee

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.

- ☐ 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.
- ☐ 3 copies of a layout plan drawn to scale and fully dimensioned showing:
 - ☐ The location, shape and size of the site.
 - ☐ The location of any existing buildings, car parking areas, driveways, storage areas, loading areas and private open space.
 - ☐ The location of any easements on the subject land.
 - ☐ The location of the approved stormwater discharge point.
 - ☐ The location and details of any significant vegetation.
 - ☐ The location of any street trees, poles, pits and other street furniture.
 - ☐ Existing and proposed vehicle access to the lots.
 - ☐ Any abutting roads.
 - ☐ The location of the existing and proposed common boundary between the lots and the proposed size and shape of the realigned lots.
 - ☐ Any proposed common property to be owned by a body corporate and the lots participating in the body corporate.
- ☐ If the land is in more than one ownership, the consent of the owners of the land.
- ☐ If common property is proposed, an explanation of why the common property is required.

- ☐ A written statement that describes:
-
- ☐ The existing use of the land and its possible future development.
-
- ☐ The reason for the realignment of the common boundary.
-
- ☐ For land in an overlay, how the proposal responds to any statement of significance, objectives or requirements specified in the schedule to the overlay.
-
- ☐ If the land is in an area where reticulated sewerage is not provided, a plan which shows the location of any existing effluent disposal area for each lot or a land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the *Environment Protection Act 1970*.
-
- ☐ If the land is in a residential zone and the realignment of the common boundary will result in a vacant lot, information that shows that the vacant lot meets the requirements of Standard C8 of Clause 56.
-

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.

Checklist 2

Subdivide land into lots each containing an existing building or car parking space

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

☐ Planning Officer:

Date:

Information Requirements

For all planning permit applications the following MUST be provided:

- ☐ A completed application form
- ☐ Signed declaration on the application form
- ☐ The application fee

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.

- ☐ 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.
- ☐ A copy of the relevant planning permit and approved plans for the development.
- ☐ A copy of the occupancy permit or a certificate of final inspection for the development.
- ☐ 3 copies of a layout plan drawn to scale and fully dimensioned showing:
 - ☐ The location, shape and size of the site.
 - ☐ The location of any existing buildings, car parking areas and private open space.
 - ☐ The location, shape and size of the proposed lots to be created.
 - ☐ The location of any easements on the subject land.
 - ☐ The location and details of any significant vegetation.
 - ☐ The location of the approved stormwater discharge point.
 - ☐ Any abutting roads.
 - ☐ The location of any street trees, poles, pits and other street furniture.
 - ☐ Existing and proposed vehicle access to the lots.
 - ☐ Any loading bays and vehicle standing areas.
 - ☐ Any waste storage areas.
 - ☐ Any proposed common property to be owned by a body corporate and the lots participating in the body corporate.

- ☐ If common property is proposed, an explanation of why the common property is required.

- ☐ If the land is in an area where reticulated sewerage is not provided, a plan which shows the location of any existing effluent disposal area for each lot or a land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the *Environment Protection Act 1970*.

- ☐ For land in an overlay, a written statement that describes how the proposal responds to any statement of significance, objectives or requirements specified in the schedule to the overlay.

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.

Checklist 3

Subdivide land with an approved development into two lots

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

☐ Planning Officer: _____ Date: _____

Information Requirements

For all planning permit applications the following MUST be provided:

- ☐ A completed application form
- ☐ Signed declaration on the application form
- ☐ The application fee

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.

- ☐ 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.
- ☐ A copy of the relevant planning permit and approved plans for the development.
- ☐ 3 copies of a layout plan drawn to scale and fully dimensioned showing:
 - ☐ The location, shape and size of the site.
 - ☐ The location of any existing buildings, car parking areas and private open space.
 - ☐ The location, shape and size of the proposed lots to be created.
 - ☐ The location of any easements on the subject land.
 - ☐ The location and details of any significant vegetation.
 - ☐ The location of the approved stormwater discharge point.
 - ☐ Any abutting roads.
 - ☐ The location of any street trees, poles, pits and other street furniture.
 - ☐ Existing and proposed vehicle access to the lots.
 - ☐ Any loading bays and vehicle standing areas.
 - ☐ Any waste storage areas.
 - ☐ Any proposed common property to be owned by a body corporate and the lots participating in the body corporate.
- ☐ Evidence that the construction has commenced.

- ☐ If common property is proposed, an explanation of why the common property is required.
- ☐ If the land is in an area where reticulated sewerage is not provided, a plan which shows the location of any existing effluent disposal area for each lot or a land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the *Environment Protection Act 1970*.
- ☐ For land in an overlay, a written statement that describes how the proposal responds to any statement of significance, objectives or requirements specified in the schedule to the overlay.

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.

Checklist 4

Construct a front fence in a residential zone

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

- ☐ Planning Officer: _____ Date: _____
- ☐ Building surveyor: Date: _____
Under building regulations, fences on corner allotments need to respond to safety in relation to vehicle sight lines and pedestrians.

Information Requirements

For all planning permit applications the following MUST be provided:

- ☐ A completed application form
- ☐ Signed declaration on the application form
- ☐ The application fee

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.

- ☐ 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.
- ☐ 3 copies of a plan drawn to scale and fully dimensioned showing:
- ☐ The location, shape and size of the site.
- ☐ The location, length, height and design of the proposed fence including details of materials.
- ☐ The location, height and design of any existing front fence on adjoining and nearby properties including details of materials.
- ☐ A photograph of the site and adjoining and nearby properties along the street frontage.
- ☐ The reason for the proposed height.

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.

Checklist 5

Construct a building or works in a zone (other than a rural zone)

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

☐ Planning Officer: _____ Date: _____

Information Requirements

For all planning permit applications the following MUST be provided:

- ☐ A completed application form
- ☐ Signed declaration on the application form
- ☐ The application fee

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.

- ☐ 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.
- ☐ A description of the use of the land and the proposed buildings and works.
- ☐ 3 copies of a layout plan drawn to scale and fully dimensioned showing:
 - ☐ The boundaries and dimensions of the site.
 - ☐ Adjoining roads.
 - ☐ The location, height and use of buildings and works on adjoining land.
 - ☐ Relevant ground levels.
 - ☐ Any contaminated soils and filled areas, where known.
 - ☐ The layout of existing and proposed buildings and works.
 - ☐ All existing and proposed driveways, car parking, bicycle parking and loading areas.
 - ☐ Existing and proposed landscape areas.
 - ☐ All external storage and waste treatment areas.
 - ☐ The location of easements and services.
- ☐ Elevation drawings to scale showing the height, colour and materials of all proposed buildings and works.
- ☐ A photograph of the building or area affected by the proposal.
- ☐ A written statement describing the proposal and if relevant:

☐	The built form and character of adjoining and nearby buildings.
☐	Heritage character of adjoining heritage places.
☐	Ground floor street frontages, including visual impacts and pedestrian safety.
☐	A written statement describing whether the proposed buildings and works meet:
☐	The number of car parking spaces required under Clause 52.06 - Car parking or in the schedule to the Parking Overlay under Clause 45.09.
☐	Any development requirement specified in the zone or the schedule to the zone.
☐	Any relevant requirement in an approved development plan or incorporated plan for the land.
☐	Any other information specified in the schedule to the zone.
☐	For land in a residential zone, a written statement, plan or diagram showing how the proposal meets:
☐	The requirements in the following standards of Clause 54:
☐	A10 Side and rear setbacks.
☐	A11 Walls on boundaries.
☐	A12 Daylight to existing windows.
☐	A13 North-facing windows.
☐	A14 Overshadowing.
☐	A15 Overlooking.

If a schedule to the zone specifies a requirement of a standard different from a requirement set out in the Clause 54 standard the schedule to the zone applies.

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.

Checklist 6

Construct a building or works in an overlay

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

☐ Planning Officer:	Date:
☐ Building surveyor:	Date:
Under building regulations, fences on corner allotments need to respond to safety in relation to vehicle sight lines and pedestrians.	

Information Requirements

For all planning permit applications the following MUST be provided:

☐ A completed application form
☐ Signed declaration on the application form
☐ The application fee

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.

☐ 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.
☐ 3 copies of a plan drawn to scale and fully dimensioned showing:
☐ The location, shape and size of the site.
☐ The location, length, height and design of the proposed buildings and works including details of materials.
☐ The location of any existing buildings, including fences and trees.
☐ For land in a Neighbourhood Character Overlay, any buildings proposed to be demolished.
☐ For land in a Neighbourhood Character Overlay, a written description of the proposal including:
☐ The built form and character of adjoining and nearby buildings.
☐ How the proposal responds to the key features and objectives specified in the schedule to the overlay.
☐ If demolition is proposed, the reason for the demolition.
☐ 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.
☐ For land in a Design and Development Overlay, a written description of the proposal including:

☐	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.

Checklist 7

Remove, destroy or lop one tree

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

☐ Planning Officer: _____ Date: _____

Information Requirements

For all planning permit applications the following MUST be provided:

- ☐ A completed application form
- ☐ Signed declaration on the application form
- ☐ The application fee

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.

- ☐ 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.
- ☐ If the tree to be removed, destroyed or lopped is identified as a significant tree in the schedule to the overlay, a report prepared by an arborist.
- ☐ 3 copies of a layout plan drawn to scale and fully dimensioned showing:
 - ☐ The location, shape, size and slope of the site.
 - ☐ The location of the tree to be removed destroyed or lopped.
 - ☐ The location and type of other significant vegetation on the site.
 - ☐ The location, species and height of any significant trees that have been removed or approved to be removed in the past 3 years.
- ☐ A written statement that describes:
 - ☐ The species, height and trunk girth of the tree to be removed destroyed or lopped.
 - ☐ The reason the tree is to be removed, destroyed or lopped.
 - ☐ If provision is to be made to replace the tree elsewhere on the land.
 - ☐ If the tree is to be lopped, the extent of lopping proposed.
 - ☐ Any impacts on the significance of the area.
- ☐ A photograph of the tree to be removed destroyed or lopped.

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.

Checklist 8

Minor subdivision, minor buildings and works, painting or tree lopping in a Heritage Overlay

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

☐ Planning Officer:	Date:
☐ Building surveyor:	Date:
Under building regulations, fences on corner allotments need to respond to safety in relation to vehicle sight lines and pedestrians.	

Information Requirements

For all planning permit applications the following MUST be provided:

- ☐ A completed application form
- ☐ Signed declaration on the application form
- ☐ The application fee

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.

- ☐ 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.
- ☐ 3 copies of a plan drawn to scale and fully dimensioned showing:
 - ☐ The location, shape and size of the site.
 - ☐ The location of any existing buildings, including fences, and trees.
 - ☐ The location, height and design of the proposed building or works including details of proposed materials.
 - ☐ Any buildings to be demolished
 - ☐ An elevation of the proposed building.
 - ☐ The size and design of any proposed sign, including details of the supporting structure and any proposed illumination.
- ☐ A written description of the proposal including:
 - ☐ Any impacts on the significance of the heritage place.
 - ☐ How the proposal responds to any relevant local heritage policy set out in the scheme.
 - ☐ If lopping of a tree is proposed, the reason for the lopping, the extent of lopping and an arborist report.
- ☐ The proposed colour schedule and nature of any materials and finishes.

☐ A photograph of the area affected by the proposal including any building, outbuilding, fence, or tree which may be affected by the proposal.

☐ A photograph of the subject site and adjoining properties along the street frontage.

☐ If subdivision is proposed, the location, shape and size of the proposed lots to be created.

☐ If a sign is proposed:

☐ The location, size and design of the proposed sign on the site or building.

☐ The location and size of existing signage on the site including details of any signs to be retained or removed.

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.

Checklist 9

Minor subdivision or buildings or works in a Special Building Overlay

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

☐ Planning Officer:	Date:
☐ Building surveyor:	Date:

Under building regulations, fences on corner allotments need to respond to safety in relation to vehicle sight lines and pedestrians.

Information Requirements

For all planning permit applications the following MUST be provided:

☐ For all planning permit applications the following MUST be provided:
☐ A completed application form
☐ Signed declaration on the application form
☐ The application fee

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.

☐ 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.
☐ 3 copies of a plan drawn to scale and fully dimensioned showing:
☐ The boundaries and dimensions of the site.
☐ The layout, size and use of existing and proposed buildings and works, including vehicle parking areas.
☐ Setbacks between existing and proposed buildings and site boundaries
☐ Natural surface levels of the site to Australian Height Datum (AHD)
☐ Floor and surface levels of any existing and proposed buildings and works to AHD.
☐ Cross sectional details of any basement entry ramps and other basement entries to Australian Height Datum, showing floor levels of entry and exit areas and drainage details.
☐ If subdivision is proposed, the location, shape and size of the proposed lots to be created.
☐ Written advice, including endorsed plans of the proposal and any conditions, from the relevant floodplain management authority demonstrating that the floodplain management 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.

Checklist 10

Display a sign in a commercial, industrial, or special purpose zone

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

☐ Planning Officer: _____ Date: _____

Information Requirements

For all planning permit applications the following MUST be provided:

- ☐ A completed application form
- ☐ Signed declaration on the application form
- ☐ The application fee

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.

- ☐ 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.
- ☐ A site context report, using a site plan, photographs or other methods to accurately describe:
 - ☐ The location of the proposed sign on the site or building and distance from property boundaries.
 - ☐ The location and size of existing signage on the site including details of any signs to be retained or removed.
 - ☐ The location and form of existing signage on adjoining properties and in the locality.
 - ☐ The location of closest traffic control signs.
 - ☐ Identification of any view lines or vistas that could be affected by the proposed sign.
- ☐ The dimensions, height above ground level and extent of projection of the proposed sign.
- ☐ The height, width and depth of the total sign structure including the method of support and any associated structures such as safety devices and service platforms.
- ☐ The colour, lettering style and materials of the proposed sign.
- ☐ The size of the proposed display (total advertising area including all sides of a multi-sided sign).

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.

Checklist 11

Reduce a car parking requirement

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

☐ Planning Officer: _____ Date: _____

Information Requirements

For all planning permit applications the following MUST be provided:

- ☐ A completed application form
- ☐ Signed declaration on the application form
- ☐ The application fee

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.

- ☐ 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.
- ☐ 3 copies of a plan drawn to scale and fully dimensioned showing:
 - ☐ The boundaries and dimensions of the site.
 - ☐ The location of existing buildings.
 - ☐ All car parking spaces and access lanes.
 - ☐ Allocation of car parking spaces to different uses or tenancies, if applicable.
 - ☐ Landscaping and sensitive water design treatments.
- ☐ A written statement that describes:
 - ☐ The proposed use of the site, number of employees and patrons and hours of operation.
 - ☐ The previous use of the site.
 - ☐ The site and floor area to be occupied.
 - ☐ The number of car parking spaces required under Clause 52.06-5 or in a schedule to the Parking Overlay.
 - ☐ The total number of car parking spaces provided.
 - ☐ The likely impact of a reduction in car parking on the amenity of the area and on the area's existing car parking.

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.

Checklist 12

Two lot subdivision in a rural zone

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

☐ Planning Officer: _____ Date: _____

Information Requirements

For all planning permit applications the following MUST be provided:

- ☐ A completed application form
- ☐ Signed declaration on the application form
- ☐ The application fee

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.

- ☐ 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.
- ☐ 3 copies of a layout plan drawn to scale and fully dimensioned showing:
 - ☐ The location, shape and size of the site.
 - ☐ The location of any existing buildings, car parking areas and private open space.
 - ☐ The location, shape and size of the proposed lots to be created.
 - ☐ The location of any easements on the subject land.
 - ☐ The location of any significant vegetation, waterways and wetlands.
 - ☐ The location of the approved stormwater discharge point and effluent disposal areas.
 - ☐ Any abutting roads.
 - ☐ Existing and proposed vehicle access to the lots.

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.

Checklist 13

Construct a building or works in a rural zone

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

☐ Planning Officer: _____ Date: _____

Information Requirements

For all planning permit applications the following MUST be provided:

- ☐ A completed application form
- ☐ Signed declaration on the application form
- ☐ The application fee

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.

- ☐ 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.
- ☐ A description of the use of the land and the proposed buildings and works.
- ☐ 3 copies of a layout plan drawn to scale and fully dimensioned showing:
 - ☐ The boundaries and dimensions of the site.
 - ☐ Adjoining roads.
 - ☐ The location and use of buildings and works on adjoining land.
 - ☐ Relevant ground levels.
 - ☐ The layout of existing and proposed buildings and works.
 - ☐ All existing and proposed driveways, car parking, bicycle parking and loading areas.
 - ☐ Existing and proposed landscape areas.
 - ☐ All external storage and waste treatment areas.
- ☐ Elevation drawings to scale showing the height, colour and materials of all proposed buildings and works.
- ☐ A photograph of the building or area affected by 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.

Checklist 14

Extension to one dwelling on a lot in a residential zone

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

☐ Planning Officer: _____ Date: _____

Information Requirements

For all planning permit applications the following MUST be provided:

- ☐ A completed application form
- ☐ Signed declaration on the application form
- ☐ The application fee

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.

- ☐ 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.
- ☐ 3 copies of a site plan drawn to scale and fully dimensioned showing:
 - ☐ Site shape, size, orientation and easements.
 - ☐ Levels of the site and the difference in levels between the site and surrounding properties.
 - ☐ Location of existing buildings on the site and surrounding properties, including the location and height of walls built to the boundary of the site.
 - ☐ The use of surrounding buildings.
 - ☐ The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres.
 - ☐ Solar access to the site and surrounding properties.
 - ☐ Location of significant trees existing on the site and any significant trees removed from the site in the 12 months prior to the application being made, where known.
 - ☐ Any contaminated soils and filled areas, where known.
 - ☐ Views to and from the site.
 - ☐ Street frontage features such as poles, street trees and kerb crossovers.
 - ☐ Any other notable features of the site.

In relation to the neighbourhood:

☐	The built form, scale and character of surrounding development.
☐	Architectural and roof styles.
☐	Any other notable features of the neighbourhood.
☐	3 copies of a site and layout plan drawn to scale and fully dimensioned showing:
☐	Site shape, size, orientation and easements.
☐	Adjoining roads.
☐	The location of buildings and works on adjoining land.
☐	The layout and use of existing buildings being retained and all proposed buildings, including finished floor levels.
☐	All existing and proposed driveways and crossovers.
☐	Existing and proposed landscape areas.
☐	All external storage, waste and service areas.
☐	Elevation drawings to scale showing the height, colour and materials of the proposed extension.
☐	Photographs of the building or area affected by the proposal.
☐	A written statement, plan or diagram demonstrating how the proposal meets:
☐	The garden area requirement specified in the zone.
☐	The requirements in the following standards of Clause 54:
☐	A10 Side and rear setbacks.
☐	A11 Walls on boundaries.
☐	A12 Daylight to existing windows.
☐	A13 North-facing windows.
☐	A14 Overshadowing open space.
☐	A15 Overlooking.

☐ The objectives and requirements in the following standards of Clause 54:

☐ Clause 54.02-1 Neighbourhood character objective and standard A1.

☐ Clause 54.03-3 Site coverage objective and standard A5.

☐ Clause 54.03-4 Permeability objectives and standard A6.

☐ Clause 54.03-5 Energy efficiency protection objectives and standard A7.

☐ Clause 54.03-6 Significant trees objective and standard A8.

☐ Clause 54.05-1 Daylight to new windows objective and standard A16.

☐ Clause 54.05-2 Private open space objective and standard A17.

☐ Clause 54.05-3 Solar access to open space objective and standard A18.

☐ Clause 54.06-1 Design detail objective and standard A19.

If a schedule to the zone specifies a requirement of a standard different from a requirement set out in the Clause 54 standard, the requirement in the schedule to the zone applies.

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.

