

New crossover

Checklist for Planning Permit Applicants



If a Heritage Overlay or a Special Building Overlay covers your property, the construction of a crossover will require planning approval.

An application for a new crossover in a heritage streetscape will only be approved if it can be demonstrated that no detriment to the heritage value of the site and streetscape will result. **It is strongly recommended that you discuss your proposal with us prior to lodging an application.**

If planning approval is received applicants will also be required to obtain Road Development permits. This permit ensures that the construction of the crossover is to Council's specifications.

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application, we encourage you to arrange an appointment with a planner to discuss your proposal.

Your application must include the following items, otherwise your application will not be lodged:

- A fully completed **Application for Planning Permit form**.
 - Ensure you have entered the correct address of the land, an accurate description of your proposal, a current email address and phone number, that the Applicant address is the correct postal address, and that the form is signed and dated.
- A full and current copy of the **Certificate of Title** (dated within 3 months of your application), including the title plan/diagram showing any relevant covenants and restrictions. Provide confirmation that the present boundaries are the same as the title boundaries.
- Drawings (plans)** showing full details of the proposed crossover(s), including:
 - Its location relative to the property and all relevant dimensions of the crossover, including the width and depth of the car space behind it.
 - All physical constraints, including but not limited to: posts, poles, infrastructure and street trees.
 - Levels to AHD at the following points: centre of road, channel invert, outside edge of footpath (where applicable), and at the property boundary. Please also provide distances between the AHD points.
 - Details of any existing crossovers in the vicinity and of existing and proposed paving or surfacing.
 - Drawings must be **A3 size**, include a north arrow (not required on elevations), be to scale (i.e. 1:100 @ A3), and include a scale bar.
- Photos** of the subject site and street (optional but highly desirable especially for retrospective approval).

Please note that this checklist is prescriptive only and that additional information may be required depending on the particulars of the application.

How to apply

All application forms, plans and supporting documentation must be submitted in electronic form (e.g. PDF, image, Word document, etc). Hardcopy applications are not accepted.

The easiest way submit your application is to **apply and pay online**. The application fee is calculated automatically. Please visit <http://www.portphillip.vic.gov.au/apply-for-planning-permit.htm> for links to apply online, or alternative options.

For most applications the fee is determined by the cost of the development. Refer to the Planning Fee Schedule and if unsure please contact Planning Business Support at planhelp@portphillip.vic.gov.au or 9209 6424.