



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 intended proposal.

If all information is not provided at the time of submission, your application will not be lodged.

- Completed Application for Planning Permit form showing the correct address of the land, an accurate description of your proposal, is it signed and dated, have you provided us with a current contact Telephone No.? Is the address you have provided for yourself the address that you would like any mail to be sent to?
- Have you provided a full and current (within 3 months of lodging) copy of certificate of title, including a title plan/diagram showing any relevant covenants and restrictions?
- Have you provided at least 3 copies of fully dimensioned site plan (no larger than A3 size), drawn to scale, 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. Distance between the AHD points should also be provided.
 - Details of any existing crossovers in the vicinity and of existing and proposed paving or surfacing
- Have you paid the correct application fee, or included with your application the correct fees? For most applications the fee is determined by the cost of the development. If unsure please contact our Planning Business Support Staff.
- Have you provided photos of the subject site and the 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.

Our enquiries counter at the St Kilda Town Hall is open at the following times:

8.30am – 6.00pm Monday only

8.30am – 5.00pm Tuesday to Friday