VicSmart Checklist 14

Two lot residential subdivision

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

☐ No   ☐ Yes – Planning Officer: _____ Date: ____

Information Requirements

	Office Use	
	Yes	**N/A**
For all planning permit applications the following MUST be provided:		
☐ A fully completed application 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.		
☐ Signed declaration on the application form	☐	
☐ The application fee	☐	
☐ A full and current copy of the Certificate of Title (dated within 3 months of your application). The title information must also include a 'register search statement' and the title diagram, and any associated instruments.	☐	

Accompanying Information

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

	Yes	N/A
☐ A site and context description drawn to scale and fully dimensioned.	☐	
The site and context description may use a site plan, photographs or other techniques and must accurately describe:		
☐ Site shape, size, dimensions and orientation.	☐	
☐ Levels and contours of the site.	☐	
☐ Location and details of trees and other significant vegetation.	☐	
☐ Location and use of existing buildings on the site.	☐	
☐ Location and dimensions of easements on the site.	☐	
☐ Location of vehicle and pedestrian access, car parking, storage areas (including waste bin storage) and private open space on the site.	☐	
☐ Soil conditions of the site, including any land affected by contamination, erosion, salinity, acid sulphate soils or fill.	☐	☐
☐ Location of adjacent roads and street frontage features such as poles, infrastructure pits, street trees and kerb crossovers.	☐	☐

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	Yes	**N/A**
☐ Location of drainage and other utilities.	☐	☐
☐ Noise and odour sources or other external influences.	☐	☐
☐ Adjacent uses.	☐	☐
☐ Any other factor affecting the capacity to develop the site including whether the site is affected by inundation.	☐	☐
☐ A design response.	☐	☐
The design response must explain how the proposed design		
☐ Derives from and responds to the site and context description.	☐	☐
☐ Meets the following objectives of clause 56:		
☐ Clause 56.04-2 Lot area and building envelopes objective.	☐	☐
☐ Clause 56.04-5 Common area objective.	☐	☐
☐ Clause 56.06-8 Lot access objective.	☐	☐
☐ Clause 56.07-4 Stormwater management objective.	☐	☐
☐ A plan drawn to scale and fully dimensioned showing:	☐	☐
☐ The layout of the subdivision in context with the surrounding area, including the boundaries, dimensions and areas of the proposed lots.	☐	☐
☐ Proposed common property, easements and vehicle and pedestrian access.	☐	☐
☐ If a proposed lot contains an existing dwelling proposed to be retained, the location and dimensions of the private open space, vehicle access and car parking for that dwelling.	☐	☐

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.

Office Use Only

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