

VicSmart Checklist 6

Construct a building or works in an overlay



Pre-application discussion: Was there a pre-application meeting? Who with and when? ☐ No

☐ Yes – Planning Officer: Date:

☐ Yes – 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 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.
- ☐ The application fee
- ☐ Signed declaration on the application form.
- ☐ 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.

Office
Use

Yes

☐☐☐☐

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.

- ☐ 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 building 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 Significant Landscape Overlay, a written description of the proposal including:
 - ☐ How the proposal responds to the landscape significance and objectives specified in the schedule to the overlay.
 - ☐ The impact of the proposed buildings and works on the significance of the landscape.

☐☐☐☐☐☐☐☐

Office Use Only

Checked by:

Signature:

Date:

VicSmart Checklist 6

Construct a building or works in an overlay



	Office Use
	Yes
<input type="checkbox"/> For land in a Neighbourhood Character Overlay, a written description of the proposal including: <ul style="list-style-type: none"><input type="checkbox"/> The built form and character of adjoining and nearby buildings.<input type="checkbox"/> How the proposal responds to the key features and objectives specified in the schedule to the overlay.<input type="checkbox"/> If demolition is proposed, the reason for the demolition.<input type="checkbox"/> How the proposal meets the requirements of clauses 54.02-1, 54.02-2, 54.02-3, 54.02-4, 54.02-5, 54.02-7, 54.03-1, 54.04-1, 54.04-2 and 54.05-1, including any clause 54 modification specified in the schedule to the overlay.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> For land in a Design and Development Overlay, a written description of the proposal including: <ul style="list-style-type: none"><input type="checkbox"/> How the proposal responds to the design objectives specified in a schedule to the overlay.<input type="checkbox"/> How the proposal meets the requirements specified in a schedule to the overlay.<input type="checkbox"/> The built form and character of adjoining and nearby buildings.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> A photograph of the building or area affected by the proposal.	<input type="checkbox"/>
<input type="checkbox"/> For land in an Erosion Management Overlay, information showing: <ul style="list-style-type: none"><input type="checkbox"/> The extent of any proposed earthworks.<input type="checkbox"/> The means proposed to stabilise disturbed areas.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 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.	<input type="checkbox"/>

Note:

- ① 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. For example:
- If the land is in a Residential Zone also complete **Checklist 4 Front Fence in a Residential Zone**.
 - If the land is in a Heritage Overlay also complete **Checklist 8 Heritage Overlay**.
 - If the land is in a Special Building Overlay also complete **Checklist 9 Special Building Overlay**.

Please ensure your development complies with the Electrical Safety (Installations) Regulations 2009 relating to minimum distance of structures from power cables. This aspect is not reviewed during assessment of planning or building applications, and non-compliance may affect construction. For further information contact Energy Safe Victoria - <http://www.esv.vic.gov.au/>

Office Use Only

Checked by: _____ Signature: _____ Date: _____