

VicSmart 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?

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

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.
- ☐ 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.

- ☐ 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.
- ☐ 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 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.

Office Use

Yes N/A

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Office Use Only

Checked by: _____ Signature: _____ Date: _____

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- ☐ 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 waste water in accordance with the Statement Environment Protection Policy (Waters of Victoria) under the Environment Protection Action 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.

Office Use	
Yes	N/A
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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 Heritage Overlay also complete **Checklist 8 - Minor subdivision, minor buildings and works, painting or tree lopping in a Heritage Overlay.**
 - If the land is in a Special Building Overlay also complete **Checklist 9 - Minor subdivision, minor buildings and works in a Special Building Overlay.**

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Checked by:

Signature:

Date: