

VicSmart Checklist 9

Minor subdivision or buildings and works, in a Special Building Overlay



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

- ☐ No ☐ Yes – Planning Officer: _____ Date: _____
- ☐ No ☐ 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.
- ☐ 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 plan drawn to scale and fully dimensioned showing:
 - ☐ The boundaries and dimensions of the site.
 - ☐ The layout, size and use of existing and proposed buildings and works, including vehicle parking areas.
 - ☐ Setbacks between existing and proposed buildings and site boundaries.
 - ☐ Natural surface levels of the site to Australian Height Datum (AHD).
 - ☐ Floor and surface levels of any existing and proposed buildings and works to AHD.
 - ☐ Cross sectional details of any basement entry ramps and other basement entries to AHD, showing floor levels of entry and exit areas and drainage details.
 - ☐ If subdivision is proposed, the location, shape and size of the proposed lots to be created

Office Use

Yes N/A

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- ☐ Written advice, including endorsed plans of the proposal and any conditions, from the relevant floodplain management authority demonstrating that the floodplain management 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.

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:
- To realign a boundary between two lots also complete **Checklist 1 Boundary Realignment**.
 - To subdivide an existing building or car parking space also complete **Checklist 2 Subdivide an existing building or car parking space**.
 - To subdivide land with an approved development into two lots, you may also need to complete **Checklist 3 Subdivide land with an approved development into two lots**.
 - To construct a fence on land in a Residential Zone, you may also need to complete **Checklist 4 Front Fence in a Residential Zone**.
 - To construct a fence on land in an Environmental Significance Overlay, Significant Landscape Overlay or Design and Development Overlay, you may also need to complete Checklist 6 Front Fence in an Overlay.
 - To lop a tree in an Environmental Significance Overlay, Significant Landscape Overlay, Vegetation Protection Overlay or Neighbourhood Character Overlay also complete Checklist 7 Tree removal or lopping.
 - If the land is in a Special Building Overlay you may also need to complete Checklist 9 Special Building Overlay.

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Signature:

Date: