

VicSmart Checklist 12

One dwelling or small second dwelling on a lot
in a residential zone



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.

Office Use

Yes N/A

☐☐☐☐

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 site description drawn to scale and fully dimensioned.
The neighbourhood and site description may use a site plan, photographs or other techniques and must accurately describe:
 - ☐ The built form, scale and character of the surrounding development including front fencing.
 - ☐ Site shape, size, orientation and easements.
 - ☐ The site and floor area to be occupied.
 - ☐ Levels of the site and the difference in levels between the site and surrounding properties.
 - ☐ The location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site.
 - ☐ The use of surrounding buildings.
 - ☐ The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres.
 - ☐ Solar access to the site and to surrounding properties.

☐☐☐☐☐☐☐☐☐☐

Office Use Only

Checked by:

Signature:

Date:

VicSmart Checklist 12

One dwelling or small second dwelling on a lot in a residential zone



	Office Use	
	Yes	N/A
<input type="checkbox"/> Location of existing trees 5 metres in height or greater, with a trunk circumference of 0.5 metres or greater at 1.4 metres above ground level, on the site.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Any cut and filled areas of soil, where known.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Street frontage features such as poles, services, street trees and kerb crossovers.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> The location of any existing domestic solar energy system on the roof of a dwelling, apartment development or residential building on surrounding properties.	<input type="checkbox"/>	<input type="checkbox"/>
If in the opinion of the responsible authority a requirement of the site description is not relevant to the evaluation of an application, the responsible authority may waive or reduce the requirement.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A design response.	<input type="checkbox"/>	<input type="checkbox"/>
The design response must explain how the proposed design derives from and responds to the site description.		
The design response must include correctly proportioned street elevations or photographs showing the development in the context of adjacent buildings.		
The design response must include a landscape plan that details the proposed:		
<input type="checkbox"/> Retention and planting of canopy trees.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Planting of other vegetation including location, species, number and size at maturity of vegetation.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Where required, areas of deep soil and root barriers.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Irrigation system to support existing and planted vegetation including details of any alternative water supply sources.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Selection of vegetation that responds to the site's environment and geographic factors.	<input type="checkbox"/>	<input type="checkbox"/>
If in the opinion of the responsible authority a design response requirement is not relevant to the evaluation of an application, the responsible authority may waive or reduce the requirement.	<input type="checkbox"/>	<input type="checkbox"/>

Office Use Only

Checked by:

Signature:

Date:

VicSmart Checklist 12

One dwelling or small second dwelling on a lot
in a residential zone



- ☐ A written statement outlining which standards are met and which are not met.
If a standard is not met, the written statement must include an explanation of how the development meets the corresponding objective having regard to the corresponding decision guidelines.

Office Use

Yes N/A

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

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

Checked by:

Signature:

Date: