

VicSmart Checklist 9

Minor subdivision or construct building or works within a Special Building 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
- A full and current copy of the Certificate of Title (dated within 3 months of your application), including the title plan/diagram showing any relevant covenants and restrictions. Provide confirmation that the present boundaries are the same as the title boundaries.

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.

- Drawings (plans) that are A3 size, fully dimensioned, have a north arrow, are to scale (i.e. 1:100 @ A3), and include a scale bar, 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 Australian Height Datum, 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.
 - 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 Only

Checked by: _____ Signature: _____ Date: _____

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Note:

- ① To realign a boundary between two lots also complete **Checklist 1 Boundary Realignment**.
- ① To subdivide an existing building or car parking space also complete **Checklist 2 Subdivide an existing building or car parking space**.
- ① 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**.
- ① To construct a fence on land in a Residential Zone, you may also need to complete **Checklist 4 Front Fence in a Residential Zone**.
- ① 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**.
- ① If the land is in a Heritage Overlay you may also need to complete **Checklist 8 Heritage Overlay**.
- ① 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/>

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Checked by: _____

Signature: _____

Date: _____