

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.
- 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.

- 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.
- An A3 layout plan that is fully dimensioned, has a north arrow, is to scale (i.e. 1:100 @ A3), and includes a scale bar, showing:
 - The location, shape and size of the site.
 - The location of any existing buildings, car parking areas and private open space.
 - The location, shape and size of the proposed lots to be created.
 - 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.
 - 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 wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the *Environment Protection Act 1970*.

Note:

- ① If the land is in a Heritage Overlay also complete **Checklist 8 Heritage Overlay**.
- ① If the land is in a Special Building Overlay also complete **Checklist 9 Special Building Overlay**.

Office Use Only

Checked by: _____ Signature: _____ Date: _____