

# VicSmart Checklist 3

Subdivide land with an approved development into two lots



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

No       Yes – Planning Officer: ..... Date: .....

Information Requirements		Office Use
		Yes    N/A
For all planning permit applications the following MUST be provided:		
<input type="checkbox"/> A fully completed application form		<input type="checkbox"/>
• 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.		
<input type="checkbox"/> Signed declaration on the application form		<input type="checkbox"/>
<input type="checkbox"/> The application fee		<input type="checkbox"/>
<input type="checkbox"/> 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.		<input type="checkbox"/>
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.		
<input type="checkbox"/> A copy of the relevant planning permit and approved plans for the development.		<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> A layout plan drawn to scale and fully dimensioned showing:		<input type="checkbox"/>
<input type="checkbox"/> The location, shape and size of the site.		<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> The location of any existing buildings, car parking areas and private open space.		<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> The location, shape and size of the proposed lots to be created.		<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> The location of any easements on the subject land.		<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> The location and details of any significant vegetation.		<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> The location of the approved stormwater discharge point.		<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Any abutting roads.		<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> The location of any street trees, poles, pits and other street furniture.		<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Existing and proposed vehicle access to the lots.		<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Any loading bays and vehicle standing areas.		<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Any waste storage areas.		<input type="checkbox"/> <input type="checkbox"/>

## Office Use Only

Checked by:

Signature:

Date:

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- Any proposed common property to be owned by a body corporate and the lots participating in the body corporate.
- Evidence that the construction has commenced (if relevant).
- 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*.
- For land in an overlay, a written statement that describes how the proposal responds to any statement of significance, objectives or requirements specified in the schedule to the overlay.

<u>Office Use</u>	
Yes	N/A
<input type="checkbox"/>	<input type="checkbox"/>

### 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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### Office Use Only

Checked by:

Signature:

Date:

Our enquiries counter at St Kilda Town Hall is open from 8.30am to 5.00pm Monday to Friday

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E: planhelp@portphilip.vic.gov.au

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[www.portphilip.vic.gov.au/planning\\_building.htm](http://www.portphilip.vic.gov.au/planning_building.htm)