

VicSmart Checklist 5

Construct a building or works in a zone
(other than a rural 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.
- ☐ The application fee
- ☐ Signed declaration on the application form.
- ☐ 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 description of the use of the land and the proposed buildings and works.
- ☐ A layout plan drawn to scale and fully dimensioned showing:
 - ☐ The boundaries and dimensions of the site.
 - ☐ Adjoining roads.
 - ☐ The location, height and use of buildings and works on adjoining land.
 - ☐ Relevant ground levels.
 - ☐ Any contaminated soils and filled areas, where known.
 - ☐ The layout of existing and proposed buildings and works.
 - ☐ All existing and proposed driveways, car parking, bicycle parking and loading areas.
 - ☐ Existing and proposed landscape areas.
 - ☐ All external storage and waste treatment areas.
 - ☐ The location of easements and services.
- ☐ Elevation drawings to scale showing the height, colour and materials of all proposed buildings and works.

Office Use Only

Checked by: _____ Signature: _____ Date: _____

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- ☐ A photograph of the building or area affected by the proposal.
- ☐ A written statement describing whether the proposal and if relevant:
 - ☐ The built form and character of adjoining and nearby buildings.
 - ☐ Heritage character of adjoining heritage places.
 - ☐ Ground floor street frontages, including visual impacts and pedestrian safety.
- ☐ A written statement describing whether the proposed buildings and works meet:
 - ☐ The number of car parking spaces required under Clause 52.06 - Car parking or in the schedule to the Parking Overlay under Clause 45.09.
 - ☐ Any development requirement specified in the zone or the schedule to the zone.
- ☐ Any relevant requirement in an approved development plan or incorporated plan for the land.
- ☐ Any other information specified in the schedule to the zone.
- ☐ For land in a residential zone, a written statement, plan or diagram showing how the proposal meets the requirements in the following standards of clause 54:
 - ☐ A2-3 Side and rear setbacks
 - ☐ A2-4 Walls on boundaries
 - ☐ A4-1 Daylight to existing windows
 - ☐ A4-2 Existing north-facing windows
 - ☐ A4-3 Overshadowing secluded open space
 - ☐ A4-4 Overlooking
 - ☐ A5-2 Overshadowing domestic solar energy systems

If a schedule to the zone specifies a requirement of a standard different from a requirement set out in the clause 54 standard the schedule to the zone applies.

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**.
- 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/>

Office Use

Yes N/A

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