

# 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:

T: 9209 6424

E: planhelp@portphilip.vic.gov.au

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

Page 1 of 2

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

# VicSmart Checklist 5



## Construct a building or works in a zone (other than a rural zone)

	Office Use	
	Yes	N/A
<input type="checkbox"/> A photograph of the building or area affected by the proposal.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A written statement describing whether the proposal and if relevant:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> The built form and character of adjoining and nearby buildings.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Heritage character of adjoining heritage places.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ground floor street frontages, including visual impacts and pedestrian safety.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A written statement describing whether the proposed buildings and works meet:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 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.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Any development requirement specified in the zone or the schedule to the zone.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Any relevant requirement in an approved development plan or incorporated plan for the land.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Any other information specified in the schedule to the zone.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 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:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A2-3 Side and rear setbacks	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A2-4 Walls on boundaries	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A4-1 Daylight to existing windows	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A4-2 Existing north-facing windows	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A4-3 Overshadowing secluded open space	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A4-4 Overlooking	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A5-2 Overshadowing domestic solar energy systems	<input type="checkbox"/>	<input type="checkbox"/>

## 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 Only**

Checked by:

Signature:

Date:

Our enquiries counter at St Kilda Town Hall is open from 8.30am to 5.00pm Monday to Friday  
T: 9209 6424 E: [planhelp@portphilip.vic.gov.au](mailto:planhelp@portphilip.vic.gov.au) [www.portphilip.vic.gov.au](http://www.portphilip.vic.gov.au)