

VicSmart Checklist 15

Extension to one dwelling on a lot in a residential 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
- 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.

- An A3 site plan that is fully dimensioned, has a north arrow, is to scale (i.e. 1:100 @ A3), and includes a scale bar, showing:
 - The site shape, size, orientation and easements.
 - Levels of the site and the difference in levels between the site and surrounding properties.
 - Location of existing buildings on the site and surrounding properties, including the location and height of walls built to the boundary of the site.
 - The use of surrounding buildings.
 - The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres.
 - Solar access to the site and surrounding properties.
 - Location of significant trees existing on the site and any significant trees removed from the site in the 12 months prior to the application being made, where known.
 - Any contaminated soils and filled areas, where known.
 - Views to and from the site.
 - Street frontage features such as poles, street trees and kerb crossovers.
 - Any other notable features of the site, including in relation to the neighbourhood:
 - The built form, scale and character of surrounding development.
 - Architectural and roof styles.
 - Any other notable features of the neighbourhood.
- An A3 site and 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 site shape, size, orientation and easements.
 - Adjoining roads.
 - The location of buildings and works on adjoining land.
 - The layout and use of existing buildings being retained and all proposed buildings, including finished floor levels.
 - All existing and proposed driveways and crossovers.
 - Existing and proposed landscape areas.
 - All external storage, waste and service areas.

Office Use Only

Checked by: _____ Signature: _____ Date: _____

