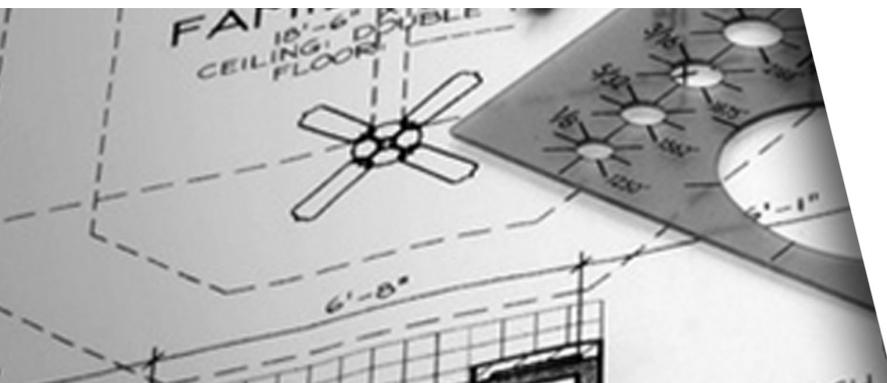


CHECKLISTS FOR VICSMART APPLICATIONS



- The size and use of illumination.
- A written description of the proposal including.
- Any impacts on the significance of the heritage place.
- How the proposal responds to any relevant local heritage.
- If lopping of a tree is proposed, the reason for the lopping.
- The proposed colour schedule and nature of any materials.
- A photograph of the area affected by the proposal.
- A photograph of the subject site and adjoining properties.
- If subdivision is proposed, the location, shape and area of the proposed subdivision.

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ACCESSIBILITY

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This document is also available in PDF and accessible Word format at www.dtpli.vic.gov.au/vicsmart

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Note: A copy of all checklists is available at www.dtpli.vic.gov.au/vicsmart

Realign a boundary between two lots

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

 Planning Officer:

 Date:

INFORMATION REQUIREMENTS

For all planning permit applications the following **MUST** be provided:

- A completed application form
- Signed declaration on the application form
- The application fee

Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

- Copy of title and any registered restrictive covenant.
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
- 3 copies of a layout plan drawn to scale and fully dimensioned showing:
 - The location, shape and size of the site.
 - The location of any existing buildings, car parking areas, driveways, storage areas, loading areas and private open space.
 - The location of any easements on the subject land.
 - The location of the approved stormwater discharge point.
 - The location and details of any significant vegetation.
 - The location of any street trees, poles, pits and other street furniture.
 - Existing and proposed vehicle access to the lots.
 - Any abutting roads.
 - The location of the existing and proposed common boundary between the lots and the proposed size and shape of the realigned lots.
 - Any proposed common property to be owned by a body corporate and the lots participating in the body corporate.
- If the land is in more than one ownership, the consent of the owners of the land.
- If common property is proposed, an explanation of why the common property is required.
- A written statement that describes:
 - The existing use of the land and its possible future development.
 - The reason for the realignment of the common boundary.
- 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*.
- If the land is in a residential zone and the realignment of the common boundary will result in a vacant lot, information that shows that the vacant lot meets the requirements of Standard C8 of Clause 56.

Note:

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

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?

Planning Officer:

Date:

INFORMATION REQUIREMENTS

For all planning permit applications the following **MUST** be provided:

- A completed application form
- Signed declaration on the application form
- The application fee

Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

- Copy of title and any registered restrictive covenant.
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
- 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.
- 3 copies of a layout plan drawn to scale and fully dimensioned 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:

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

Checklist 3

Subdivide land with an approved development into two lots

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

Planning Officer:

Date:

INFORMATION REQUIREMENTS

For all planning permit applications the following **MUST** be provided:

- A completed application form
- Signed declaration on the application form
- The application fee

Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

- Copy of title and any registered restrictive covenant.
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
- A copy of the relevant planning permit and approved plans for the development.
- 3 copies of a layout plan drawn to scale and fully dimensioned 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:

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

Checklist 4

Construct a front fence in a residential zone

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

- | | |
|---|-------|
| <input type="checkbox"/> Planning Officer: | Date: |
| <input type="checkbox"/> Building surveyor: | Date: |
- Under building regulations, fences on corner allotments need to respond to safety in relation to vehicle sight lines and pedestrians.

INFORMATION REQUIREMENTS

For all planning permit applications the following **MUST** be provided:

- | |
|---|
| <input type="checkbox"/> A completed application form |
| <input type="checkbox"/> Signed declaration on the application form |
| <input type="checkbox"/> The application fee |

Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

- | |
|--|
| <input type="checkbox"/> Copy of title and any registered restrictive covenant.
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame. |
| <input type="checkbox"/> 3 copies of a plan drawn to scale and fully dimensioned showing:
<input type="checkbox"/> The location, shape and size of the site.
<input type="checkbox"/> The location, length, height and design of the proposed fence including details of materials.
<input type="checkbox"/> The location, height and design of any existing front fence on adjoining and nearby properties including details of materials. |
| <input type="checkbox"/> A photograph of the site and adjoining and nearby properties along the street frontage. |
| <input type="checkbox"/> The reason for the proposed height. |

Note:

- ⓘ If the land is in an Environmental Significance Overlay, Significant Landscape Overlay or Design and Development Overlay, also complete **Checklist 6 Front Fence in an Overlay**.
- ⓘ If the land is in a Heritage Overlay also complete **Checklist 8 Heritage Overlay**.
- ⓘ If the land is in a Special Building Overlay also complete **Checklist 9 Special Building Overlay**.

Checklist 5

Construct a building or works in a commercial or industrial zone, Capital City Zone, Docklands Zone or Mixed Use Zone

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

Planning Officer:

Date:

INFORMATION REQUIREMENTS

For all planning permit applications the following **MUST** be provided:

- A completed application form
- Signed declaration on the application form
- The application fee

Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

- Copy of title and any registered restrictive covenant.
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
- A description of the use of the land and the proposed buildings and works.
- 3 copies of 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.
 - 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.
- Elevation drawings to scale showing the height, colour and materials of all proposed buildings and works.
- A photograph of the building or area affected by the proposal.
- For land in a Mixed Use Zone or a commercial zone, a written statement describing 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.
 - The loading requirements under Clause 52.07.
 - For land in a Mixed Use Zone, the maximum building height specified in the schedule to the zone.

Note:

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

Checklist 6

Construct a fence in an overlay

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

- | | |
|---|-------|
| <input type="checkbox"/> Planning Officer: | Date: |
| <input type="checkbox"/> Building surveyor: | Date: |
- Under building regulations, fences on corner allotments need to respond to safety in relation to vehicle sight lines and pedestrians.

INFORMATION REQUIREMENTS

For all planning permit applications the following **MUST** be provided:

- | |
|---|
| <input type="checkbox"/> A completed application form |
| <input type="checkbox"/> Signed declaration on the application form |
| <input type="checkbox"/> The application fee |

Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

- | |
|---|
| <input type="checkbox"/> Copy of title and any registered restrictive covenant.
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame. |
| <input type="checkbox"/> 3 copies of a plan drawn to scale and fully dimensioned showing:
<input type="checkbox"/> The location, shape and size of the site.
<input type="checkbox"/> The location, length, height and design of the proposed fence including details of materials. |

Note:

- i** If the land is in a Residential Zone also complete **Checklist 4 Front Fence in a Residential Zone**.
- i** If the land is in a Heritage Overlay also complete **Checklist 8 Heritage Overlay**.
- i** If the land is in a Special Building Overlay also complete **Checklist 9 Special Building Overlay**.

Remove, destroy or lop one tree

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

Planning Officer:

Date:

INFORMATION REQUIREMENTS

For all planning permit applications the following MUST be provided:

- A completed application form
- Signed declaration on the application form
- The application fee

Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

- Copy of title and any registered restrictive covenant.
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
- If the tree to be removed, destroyed or lopped is identified as a significant tree in the schedule to the overlay, a report prepared by an arborist.
- 3 copies of a layout plan drawn to scale and fully dimensioned showing:
 - The location, shape, size and slope of the site.
 - The location of the tree to be removed, destroyed or lopped.
 - The location and type of other significant vegetation on the site.
 - The location, species and height of any significant trees that have been removed or approved to be removed in the past 3 years.
- A written statement that describes:
 - The species, height and trunk girth of the tree to be removed, destroyed or lopped.
 - The reason the tree is to be removed, destroyed or lopped.
 - If provision is to be made to replace the tree elsewhere on the land.
 - If the tree is to be lopped, the extent of lopping proposed.
 - Any impacts on the significance of the area.
- A photograph of the tree to be removed, destroyed or lopped.

Note:

i To lop a tree in a Heritage Overlay also complete **Checklist 8 Heritage Overlay**.

Checklist 8

Minor subdivision, minor buildings and works, painting or tree lopping in a Heritage Overlay

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

- | | |
|---|-------|
| <input type="checkbox"/> Planning Officer: | Date: |
| <input type="checkbox"/> Building surveyor: | Date: |
- Under building regulations, fences on corner allotments need to respond to safety in relation to vehicle sight lines and pedestrians.

INFORMATION REQUIREMENTS

For all planning permit applications the following **MUST** be provided:

- A completed application form
- Signed declaration on the application form
- The application fee

Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

- Copy of title and any registered restrictive covenant.
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
- 3 copies of a plan drawn to scale and fully dimensioned showing:
 - The location, shape and size of the site.
 - The location of any existing buildings, including fences, and trees.
 - The location, height and design of the proposed building or works including details of proposed materials.
 - Any buildings to be demolished
 - An elevation of the proposed building.
 - The size and design of any proposed sign, including details of the supporting structure and any proposed illumination.
- A written description of the proposal including:
 - Any impacts on the significance of the heritage place.
 - How the proposal responds to any relevant local heritage policy set out in the scheme.
 - If lopping of a tree is proposed, the reason for the lopping, the extent of lopping and an arborist report.
- The proposed colour schedule and nature of any materials and finishes.
- A photograph of the area affected by the proposal including any building, outbuilding, fence, or tree which may be affected by the proposal.
- A photograph of the subject site and adjoining properties along the street frontage.
- If subdivision is proposed, the location, shape and size of the proposed lots to be created.
- If a sign is proposed:
 - The location, size and design of the proposed sign on the site or building.
 - The location and size of existing signage on the site including details of any signs to be retained or removed.

Note:

- i** To realign a boundary between two lots also complete **Checklist 1 Boundary Realignment**.
- i** To subdivide an existing building or car parking space also complete **Checklist 2 Subdivide an existing building or car parking space**.
- i** To subdivide land with an approved development into two lots, you may also need to complete **Checklist 3 Subdivide land with an approved development into two lots**.
- i** To construct a fence on land in a Residential Zone, you may also need to complete **Checklist 4 Front Fence in a Residential Zone**
- i** To construct a fence on land in an Environmental Significance Overlay, Significant Landscape Overlay or Design and Development Overlay, you may also need to complete **Checklist 6 Front Fence in an Overlay**.
- i** To lop a tree in an Environmental Significance Overlay, Significant Landscape Overlay, Vegetation Protection Overlay or Neighbourhood Character Overlay also complete **Checklist 7 Tree removal or lopping**.
- i** If the land is in a Special Building Overlay you may also need to complete **Checklist 9 Special Building Overlay**.

Checklist 9

Minor subdivision or buildings and works in a Special Building Overlay

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

- | | |
|---|-------|
| <input type="checkbox"/> Planning Officer: | Date: |
| <input type="checkbox"/> Building surveyor: | Date: |
- Under building regulations, fences on corner allotments need to respond to safety in relation to vehicle sight lines and pedestrians.

INFORMATION REQUIREMENTS

For all planning permit applications the following **MUST** be provided:

- A completed application form
- Signed declaration on the application form
- The application fee

Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate

- Copy of title and any registered restrictive covenant.
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
- 3 copies of a plan drawn to scale and fully dimensioned showing:
 - The boundaries and dimensions of the site.
 - The layout, size and use of existing and proposed buildings and works, including vehicle parking areas.
 - Setbacks between existing and proposed buildings and site boundaries
 - Natural surface levels of the site to Australian Height Datum (AHD)
 - Floor and surface levels of any existing and proposed buildings and works to AHD.
 - Cross sectional details of any basement entry ramps and other basement entries to Australian Height Datum, showing floor levels of entry and exit areas and drainage details.
 - If subdivision is proposed, the location, shape and size of the proposed lots to be created.
 - Written advice, including endorsed plans of the proposal and any conditions, from the relevant floodplain management authority demonstrating that the floodplain management authority has considered the proposal for which the application is made within the past three months and does not object to the granting of the permit for the proposal.

Note:

- To realign a boundary between two lots also complete **Checklist 1 Boundary Realignment**.
- To subdivide an existing building or car parking space also complete **Checklist 2 Subdivide an existing building or car parking space**.
- To subdivide land with an approved development into two lots, you may also need to complete **Checklist 3 Subdivide land with an approved development into two lots**.
- To construct a fence on land in a Residential Zone, you may also need to complete **Checklist 4 Front Fence in a Residential Zone**
- To construct a fence on land in an Environmental Significance Overlay, Significant Landscape Overlay or Design and Development Overlay, you may also need to complete **Checklist 6 Front Fence in an Overlay**.
- If the land is in a Heritage Overlay you may also need to complete **Checklist 8 Heritage Overlay**.

Checklist 10

Display a sign in a commercial or industrial zone, Capital City Zone or Docklands Zone

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

Planning Officer:

Date:

INFORMATION REQUIREMENTS

For all planning permit applications the following **MUST** be provided:

- A completed application form
- Signed declaration on the application form
- The application fee

Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

- Copy of title and any registered restrictive covenant.
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
- A site context report, using a site plan, photographs or other methods to accurately describe:
 - The location of the proposed sign on the site or building and distance from property boundaries.
 - The location and size of existing signage on the site including details of any signs to be retained or removed.
 - The location and form of existing signage on adjoining properties and in the locality.
 - The location of closest traffic control signs.
 - Identification of any view lines or vistas that could be affected by the proposed sign.
- The dimensions, height above ground level and extent of projection of the proposed sign.
- The height, width and depth of the total sign structure including the method of support and any associated structures such as safety devices and service platforms.
- The colour, lettering style and materials of the proposed sign.
- The size of the proposed display (total advertising area including all sides of a multi-sided sign).

Note:

- If the land is in a Heritage Overlay also complete **Checklist 8 Heritage Overlay**.

Reduce a car parking requirement

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

Planning Officer:

Date:

INFORMATION REQUIREMENTS

For all planning permit applications the following **MUST** be provided:

- A completed application form
- Signed declaration on the application form
- The application fee

Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

- Copy of title and any registered restrictive covenant
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
- 3 copies of a plan drawn to scale and fully dimensioned showing:
 - The boundaries and dimensions of the site.
 - The location of existing buildings.
 - All car parking spaces and access lanes.
 - Allocation of car parking spaces to different uses or tenancies, if applicable.
 - Landscaping and sensitive water design treatments.
- A written statement that describes:
 - The proposed use of the site, number of employees and patrons and hours of operation.
 - The previous use of the site.
 - The site and floor area to be occupied.
 - The number of car parking spaces required under Clause 52.06-5 or in a schedule to the Parking Overlay.
 - The total number of car parking spaces provided.
 - The likely impact of a reduction in car parking on the amenity of the area and on the area's existing car parking.

Reduce or waive loading/unloading requirements

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

Planning Officer:

Date:

INFORMATION REQUIREMENTS

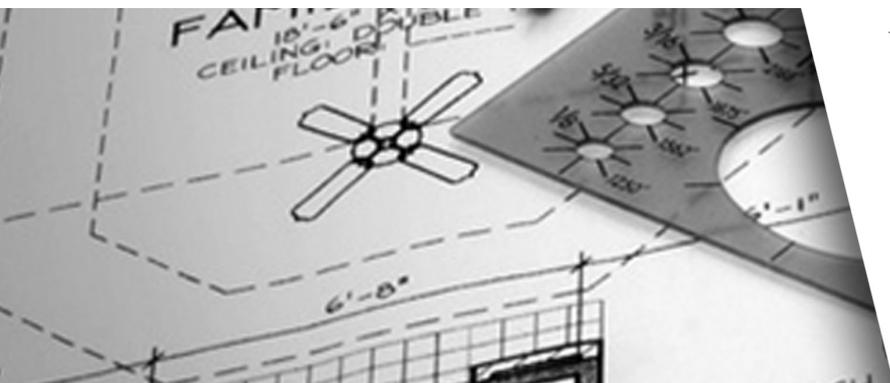
For all planning permit applications the following MUST be provided:

- A completed application form
- Signed declaration on the application form
- The application fee

Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

- Copy of title and any registered restrictive covenant
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
- 3 copies of a plan drawn to scale and fully dimensioned showing:
 - The boundaries and dimensions of the site.
 - The location of existing buildings.
 - The site and floor area to be occupied.
 - All car parking spaces, loading facilities and access lanes.
 - Allocation of loading facilities to different uses or tenancies, if applicable.
 - Adjoining roads.
- A written statement that describes:
 - The proposed use and hours of operation.
 - The type of commercial vehicles to be used for the supply of goods and the proposed delivery hours.



- The size and use of the proposal including illumination.
- A written description of the proposal including any impacts on the significance of the heritage place.
- How the proposal responds to any relevant local heritage.
- If lopping of a tree is proposed, the reason for the lopping.
- The proposed colour schedule and nature of any materials.
- A photograph of the area affected by the proposal.
- A photograph of the subject site and adjoining properties.
- If subdivision is proposed, the location, shape and area of the proposed subdivision.