



# CHECKLIST - MINIMUM STANDARDS OF INFORMATION REQUIRED FOR A PLANNING PERMIT APPLICATION

**Planning and Building Department**  
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Council's Statutory Planning Unit is committed to reducing the time taken to process planning applications and to enable applications to be decided in a timely manner. The following is a list of the minimum information required to be submitted with any Planning Application.

**PLEASE NOTE:** Planning Applications can be lodged online. The below information is required to be submitted.  
**If your application does not satisfy the required detail, the application may not be accepted.**

Please  the items you have submitted.

All items must be submitted electronically either online or on a media storage device (e.g. CD, DVD, USB flash drive) in PDF format, with plans and documents separated and named as appropriate. (Please see over for naming conventions.)  
If using a storage device the address of the site and the submission date must be clearly indicated.

- 1. "Application for Planning Permit" form or "Application to Amend a Planning Permit" completed and signed (if not lodged online)
- 2. Full payment of appropriate application fee.
- 3. A Metropolitan Planning Levy Certificate if the project has an estimated cost of development in excess of the threshold stipulated by the State Revenue Office Victoria.
- 4. A current and full copy of title (including title plan) and details of any Restrictive Covenants/Section 173 Agreements or other restrictions on the title. This title must have been searched within the last three months.   
Note: If not using the City of Whitehorse Application form a "Declaration for Restrictive Covenants" form completed & signed is required.
- 5. A cover letter or written submission detailing what is proposed and responding to the relevant provisions of the Whitehorse Planning Scheme.
- 6. A feature survey to Australian Height Datum (AHD) of the site (existing boundaries, fencing, buildings, levels, easements, vegetation and any other relevant features) and immediate surrounds (including adjoining properties, footpath and nature strip details). This is only applicable to development applications.   
Levels to Reference Level (RL) is considered acceptable for development of two or less residential dwellings, given that land is not subject to any flooding overlay and is not included within Council's Flood Prone Area.
- 7. A construction impact assessment undertaken by a qualified Arborist in accordance with Australian Standard 4970-2009, if the proposal may result in impact or damage to existing vegetation on or immediately adjoining the subject site.
- 8. Professionally drafted plans (Site and Surrounds Context, Existing and Proposed Site and Elevation Plan generally at 1:100 scale).

The quality and content of the information submitted will not be assessed at the time the application is lodged. This checklist ensures all documents are submitted so that Council can commence the assessment of the application. Further information may be required to be submitted to Council.

A copy of the "Application for Planning Permit" or "Application to Amend a Planning Permit" form, and fee schedule are available on Council's website.

**Address:** \_\_\_\_\_

**Declaration:**

I declare that I am the applicant and/or owner of the land and all of the above listed information has been submitted to Council with my application.

Name: \_\_\_\_\_ (Please print clearly)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## NAMING CONVENTIONS FOR DOCUMENTS SAVED IN A MEDIA STORAGE DEVICE

All documents and plans saved in a media storage device are required to be named appropriately, in accordance with the format below:

### “Property Address – Document Name”

e.g.: “2/1000-1004 Whitehorse Rd, Box Hill – Plans”, should be used as the document name of:

*A full set of neighbourhood and site description, design response plans, proposed site and elevation plans for a development at Unit 2, 1000-1004 Whitehorse Road, Box Hill VIC 3128*

Document Name	Documents to be included, where possible
<b>Application</b>	<ul style="list-style-type: none"> <li>• Minimum standard checklist.</li> <li>• Application form.</li> <li>• A copy of title and plan of subdivision.</li> <li>• A copy of any restrictive covenant and agreement.</li> <li>• A copy of written submission explaining the proposal and how it complies with the relevant planning scheme provisions.</li> </ul>
<b>Plans</b>	<ul style="list-style-type: none"> <li>• A full set of architectural drawings in 1 PDF document.</li> <li>• For files larger than 30MB, please separate and name accordingly.</li> </ul> <p>e.g.</p> <ul style="list-style-type: none"> <li>– neighbourhood and site description &amp; design response plans;</li> <li>– basement, ground, 1<sup>st</sup> &amp; 2<sup>nd</sup> level plans;</li> <li>– 3<sup>rd</sup> level, roof and elevation and concept landscape plans.</li> </ul>
<b>Arborist Report</b>	<ul style="list-style-type: none"> <li>• A construction impact assessment undertaken by a qualified arborist.</li> </ul>
<b>Traffic Report</b>	<ul style="list-style-type: none"> <li>• A traffic impact assessment prepared by a qualified transport engineer.</li> </ul>
All other supporting documents, where required, including waste management plan, urban context report, ESD or SDA reports, should be separated and named accordingly when saved to a media storage device.	

### PLEASE NOTE:

The maximum size for each document is 30MB if using a storage device. Maximum size for online lodgment is 100MB per application. Any document exceeding this size must be separated or compressed.

The maximum number of characters of each document name must not exceed 200.