



Checklist 9

Minor subdivision or buildings or 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:

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| <input type="checkbox"/> A completed application form |
| <input type="checkbox"/> Signed declaration on the application form |
| <input type="checkbox"/> The application fee |
| <input type="checkbox"/> Electronic documentation of all information submitted |

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'. This title must have been searched within the last three (3) months. |
| <input type="checkbox"/> 3 copies of a plan drawn to scale and fully dimensioned showing:
<input type="checkbox"/> The boundaries and dimensions of the site.
<input type="checkbox"/> The layout, size and use of existing and proposed buildings and works, including vehicle parking areas.
<input type="checkbox"/> Setbacks between existing and proposed buildings and site boundaries
<input type="checkbox"/> Natural surface levels of the site to Australian Height Datum (AHD)
<input type="checkbox"/> Floor and surface levels of any existing and proposed buildings and works to AHD.
<input type="checkbox"/> 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.
<input type="checkbox"/> If subdivision is proposed, the location, shape and size of the proposed lots to be created.
<input type="checkbox"/> 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: If a proposal falls into more than one VicSmart class of application, the information requirements of each class apply and the corresponding checklists should be completed.