



CHECKLIST – BUILDINGS AND WORKS IN A SPECIAL BUILDING OVERLAY PLANNING PERMIT APPLICATION

Planning and Building Department
379-399 Whitehorse Road
Nunawading VIC 3131
General Enquiries: (03) 9262 6303

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.

Buildings and works on land affected by the Significant Building Overlay must comply with Clause 44.05 of the Whitehorse Planning Scheme.

Please note this checklist is not applicable to a Vicsmart application under Clause 93.08

You are advised that participation in a pre-application meeting with a Council Planning Officer is encouraged prior to the submission of your application. Such a meeting will assist in further identifying any issues with the proposal, including whether the proposal is potentially inconsistent with the Whitehorse Planning Scheme or whether additional information may be required.

If you have attended a pre-application meeting, addressed any issues raised by the Council Planning Officer at that meeting, and are ready to submit your application for consideration, please make sure the following material is included:

Please note that a Planning Permit is required only if the buildings and/or works fall within the portion of the site identified as being affected by the Special Building Overlay, ie: if only part of the site is covered by the overlay and buildings/works are within this area or where the entire site is affected by the overlay.

- An application under this overlay is exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act.
- It is advisable to contact Melbourne Water to obtain the required finished floor levels prior to applying for the planning permit and obtaining their written consent, which can then be submitted with the planning application.

PLEASE NOTE:

This checklist must be completed by the applicant or owner and attached to any Planning Application.

If your application does not satisfy the required detail, the application will not be accepted.

Please the items you have submitted.

1. All items may be submitted electronically within 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.)
The address of the site and the submission date must be clearly indicated on the storage device.
2. "Application for Planning Permit" form or "Application to Amend a Planning Permit" completed and signed.
3. Full payment of appropriate application fee.
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 covering letter or written submission detailing what is proposed and responding to the relevant provisions of the Whitehorse Planning Scheme.
6. An existing conditions site plan at a scale of 1:100, clearly dimensioned and indicating:
 - The location and finished floor levels (to Australian Height Datum, taken by or under the direction or supervision of a licensed Land Surveyor) of any existing buildings on the site.
 - The site boundaries and dimensions.
 - Setbacks of buildings from property boundaries.
7. A proposed development plan of the site at a scale of 1:100, clearly dimensioned and indicating:
 - The boundaries and dimensions of the site.
 - Relevant existing and proposed ground levels and finished floor levels to Australian Height Datum, taken by or under the direction or supervision of a licensed Land Surveyor.
 - The layout, size and use of proposed buildings, including the setbacks of buildings (both at ground and upper floor) from the boundaries of the site.
 - 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.
8. Elevations of the proposed buildings and works, indicating building wall heights and total building heights from natural ground level.

It is suggested you contact a Council Planning Officer to confirm any other details required within your application.

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 (<http://www.whitehorse.vic.gov.au>).

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
Application	<ul style="list-style-type: none">• Minimum standard checklist.• Application form.• A copy of title and plan of subdivision.• A copy of any restrictive covenant and agreement.• A copy of written submission explaining the proposal and how it complies with the relevant planning scheme provisions.
Plans	<ul style="list-style-type: none">• A full set of architectural drawings in 1 PDF document.• For files larger than 30MB, please separate and name accordingly. e.g. – neighbourhood and site description & design response plans; – basement, ground, 1st & 2nd level plans; – 3rd level, roof and elevation and concept landscape plans.
Arborist Report	<ul style="list-style-type: none">• A construction impact assessment undertaken by a qualified arborist.
Traffic Report	<ul style="list-style-type: none">• A traffic impact assessment prepared by a qualified transport engineer.

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. Any document exceeding this size must be separated or compressed.

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

www.whitehorse.vic.gov.au