



CHECKLIST – BUILDINGS AND WORKS WITHIN A HERITAGE 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 & Works associated with a dwelling in the Heritage Overlay areas in the City of Whitehorse must comply with Clause 43.01 of the Whitehorse Planning Scheme and be consistent with Clause 22.01. Heritage Buildings and Precincts.

Please note this checklist is not applicable to a Vicsmart application under Clause 93.07

Relevant guidelines are available from the Planning Department concerning Heritage Sites, which may assist you in the preparation of relevant documentation for a planning permit.

You are advised that participation in a pre-application meeting with a Council Planning Officer and Heritage Advisor 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. Please be advised the Heritage Advisor is only available one day a week, please call Council Planning Department on 9262 6303 to organise an appropriate time

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:

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, including the State and Local Planning Policies and zoning/overlay controls.
6. Existing conditions plan at a scale of 1:100 showing the existing buildings and vegetation on the land including relevant setbacks from boundaries.
7. Fully dimensioned site and floor plans at a scale of 1:100 showing:
 - existing and proposed buildings, clearly identifying any proposed demolition works,
 - building layouts, including the building setbacks both at ground and upper floor from the boundaries of the site,
 - location and proportions of hard surface areas, including driveways, paved areas, decking etc.
 - trees to be removed (shown hatched) and trees to be retained,
 - relevant features of adjoining properties including buildings, habitable room windows, outbuildings, boundary fences, secluded open space areas etc.
 - a schedule of building materials and colours.
8. Fully dimensioned elevation plans at a scale of 1:100 showing:
 - existing and proposed buildings,
 - building wall heights from natural ground level,
 - total building heights from natural ground level,
 - differences between the floor levels and natural ground levels,
 - internal floor to ceiling heights.

Note: It is suggested that at least one copy of all plans be provided which shows all proposed buildings and works highlighted where the application involves buildings and works extensions and alterations to an existing dwelling/building to clearly identify the changes being made.

9. For some larger or more extensive developments you may be required to provide:
- A written assessment by an appropriately qualified heritage architect in relation to the consistency of the proposal with the purpose of the Heritage Overlay,
 - three copies of plans showing internal elevations,
 - coloured 3D perspectives.

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. <p>e.g. – neighbourhood and site description & design response plans; – basement, ground, 1st & 2nd level plans; – 3rd level, roof and elevation and concept landscape plans.</p>
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.