



## PLANNING APPLICATION CHECKLIST TWO OR MORE DWELLINGS ON A LOT

Planning and Building Department

379-397 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.

### PLEASE NOTE:

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

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

Please  the items you have submitted.

All items may be submitted electronically online, email or on a media storage device (e.g. CD, DVD, USB flash drive) in PDF format, with plans and documents separated. If using a storage device the address of the site and the submission date must be clear.

1. "Application for Planning Permit" form or "Application to Amend a Planning Permit" form - (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 submitting online or using the City of Whitehorse Application form a "Declaration for Restrictive Covenants" form completed & signed is required.
5. 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 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.
6. A written assessment outlining how the proposal satisfies the requirements of Clause 55, including the relevant housing policies of the State Planning Policy Framework (Clauses 12, 14 & 16) and the Local Planning Policy Framework (including Clauses 21.03, 21.05, 21.06, 22.03 and 22.04).
7. A written assessment outlining how the proposal satisfies the requirements of the relevant character area of the Whitehorse Neighbourhood Character Study or Blackburn Lake Surrounds Study.
8. A neighbourhood and site description and design response (including a streetscape plan), in accordance with the requirements of Clause 55 of the Whitehorse Planning Scheme.
9. Professionally drafted plans - existing and proposed site layout, coloured elevations, floor plans, shadow diagrams and landscape plan, generally at 1:100 scale.
10. For developments of more than 3 dwellings - Waste Management Plan and Sustainable Design Assessment.
11. Professionally written assessment by an appropriately qualified Arborist This report should include/discuss: 
  - Basic information about the trees including the species, health, structure, safe useful life expectancy.
  - The impact of the proposal on the health and integrity of protected trees.
  - Recommendations to minimise adverse impacts on protected trees during demolition and construction.
  - A site map that identifies each tree numbered in the report.
12. If the proposal may result in impact or damage to existing vegetation on or immediately adjoining the subject site, a construction impact assessment undertaken by a qualified Arborist in accordance with Australian Standard 4970-2009.

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>
<p>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.</p>	

**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.