



# CHECKLIST – PLANNING INFORMATION REQUEST FOR ROOMING HOUSE

Completion of this form is not required if lodging online

**Planning and Building Department**  
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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.

**PLEASE NOTE:** This checklist must be completed by the applicant or owner and attached to request.

Clause 52.23 – Rooming House of the Whitehorse Planning Scheme outlines the requirements concerning Rooming House. Under this clause;

A permit is not required to use a building, including outbuildings normal to a dwelling, to house a person, people and any dependants or two or more people (including people with intellectual disabilities) if the building meets all of the following requirements:

- Is in an area or zone which is used mainly for housing.
- Provides self contained accommodation.
- Does not have more than 10 habitable rooms (Definition of Habitable Room - any room of a dwelling or residential building other than a bathroom, laundry, toilet, pantry, walk-in wardrobe, corridor, stair, lobby, photographic darkroom, clothes drying room and other space of a specialised nature occupied neither frequently nor for extended periods).
- To use a building as a rooming house provided that the requirement of 52.23-3 are satisfied.
- To construct or extend a rooming house provided that the requirement of 52.23-3 are satisfied.

**Please  the items you have submitted.**

1. 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.
2. A completed “Confirmation if a Planning Permit is Required” form.
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 the works proposed and for whom the use of the dwelling and/or accommodation is proposed, number of staff, car spaces and hours of operation.
6. Floor plan indicating 
  - any works proposed to the dwelling or site,
  - internal layout (walls and doors) with use of rooms labelled

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 “Confirmation if a Planning Permit is Required” 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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_