



CHECKLIST - MINIMUM STANDARDS OF INFORMATION REQUIRED FOR A PLANNING PERMIT AMENDMENT APPLICATION

Planning and Building Department
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Council's Statutory Planning Unit is committed to reducing the time taken to process planning applications. The following is a list of the minimum information required to be submitted with a Planning Permit Amendment 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 to Amend a Planning Permit" form 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 the nature of the Amendment, including whether an amendment is required in respect of a) What the permit allows and/or b) Conditions of the permit.
6. One full set of plans (electronic copies) referred to in permit or endorsed under the permit.
7. If relevant, drafted amended conditions which are your suggested response for any replacement or additional permit conditions.
8. Where plans are to be amended, one set of amended plans (electronic copies) drawn to scale with dimensions, highlighting the changes requested.
9. Statement in writing describing the changes from the previous plans.

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 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.