



# CHECKLIST – TREE/REMOVAL WITHIN A SIGNIFICANT LANDSCAPE OVERLAY PLANNING APPLICATION

**Planning and Building Department**  
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Nunawading VIC 3131  
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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.

Tree Removal/Branch Lopping in the Significant Landscape Overlay (SLO) areas in the City of Whitehorse must comply with Clause 42.03 - Significant Landscape Overlay of the Whitehorse Planning Scheme.

**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 addressing the provisions of Clause 22.04 - Tree Conservation Policy, Clause 42.03 - Significant Landscape Overlay and the relevant Significant Landscape Overlay Schedule, including: 
  - clear indication of why a planning permit is sought,
  - justification for the tree removal and/or extent of branch lopping of trees (Note, the inclusion of photographs can be useful in highlighting the subject trees and/or extent of branch lopping),
  - how the proposal meets the Objectives and Decision Guidelines of the relevant Schedule.
6. A written assessment by a qualified Arborist assessing the species, health, structure and useful life expectancy of the tree(s) to be removed and adequate explanation for their removal (preferably with a plan showing location of trees).
7. A site plan, preferably at a scale of 1:100, clearly dimensioned and indicating: 
  - the location and species (including height and canopy spread) of protected trees on the site, clearly identifying the tree(s) to be removed/lopped,
  - trees numbered as per arborist report,
  - the location of any buildings and distances of tree trunks from buildings and site boundaries,
  - Additional tree planting (preferably indigenous species) to supplement the loss of any tree removal. (Note: It is Council's policy to provide one tree capable of reaching 15 metres in height per 150m2 of the site area within SLO areas.)

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
<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 if using a storage device. Maximum size for online lodgment is 100MB per application. Any document exceeding this size must be separated or compressed.

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