



# Extension to one dwelling on a lot in a residential zone

**Pre-application discussion: Was there a pre-application meeting? Who with and when?**

Planning Officer: \_\_\_\_\_ Date: \_\_\_\_\_

## INFORMATION REQUIREMENTS

**For all planning permit applications the following MUST be provided:**

- A completed application form
- Signed declaration on the application form
- The application fee
- Electronic documentation of all information submitted

## Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

- Copy of title and any registered restrictive covenant.  
 The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. This title must have been searched within the last three (3) months.
- 3 copies of a site plan drawn to scale and fully dimensioned showing:
  - Site shape, size, orientation and easements.
  - Levels of the site and the difference in levels between the site and surrounding properties.
  - Location of existing buildings on the site and surrounding properties, including the location and height of walls built to the boundary of the site.
  - The use of surrounding buildings.
  - The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres.
  - Solar access to the site and surrounding properties.
  - Location of significant trees existing on the site and any significant trees removed from the site in the 12 months prior to the application being made, where known.
  - Any contaminated soils and filled areas, where known.
  - Views to and from the site.
  - Street frontage features such as poles, street trees and kerb crossovers.
  - Any other notable features of the site.
 In relation to the neighbourhood:
  - The built form, scale and character of surrounding development.
  - Architectural and roof styles.
  - Any other notable features of the neighbourhood.
- 3 copies of a site and layout plan drawn to scale and fully dimensioned showing:
  - Site shape, size, orientation and easements.
  - Adjoining roads.
  - The location of buildings and works on adjoining land.
  - The layout and use of existing buildings being retained and all proposed buildings, including finished floor levels.
  - All existing and proposed driveways and crossovers.
  - Existing and proposed landscape areas.
  - All external storage, waste and service areas.
- Elevation drawings to scale showing the height, colour and materials of the proposed extension.
- Photographs of the building or area affected by the proposal.



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A written statement, plan or diagram demonstrating how the proposal meets:

The garden area requirement specified in the zone.

The requirements in the following standards of Clause 54:

A10 Side and rear setbacks.

A11 Walls on boundaries.

A12 Daylight to existing windows.

A13 North-facing windows.

A14 Overshadowing open space.

A15 Overlooking.

The objectives and requirements in the following standards of Clause 54:

Clause 54.02-1 Neighbourhood character objective and standard A1.

Clause 54.03-3 Site coverage objective and standard A5.

Clause 54.03-4 Permeability objectives and standard A6.

Clause 54.03-5 Energy efficiency protection objectives and standard A7.

Clause 54.03-6 Significant trees objective and standard A8.

Clause 54.05-1 Daylight to new windows objective and standard A16.

Clause 54.05-2 Private open space objective and standard A17.

Clause 54.05-3 Solar access to open space objective and standard A18.

Clause 54.06-1 Design detail objective and standard A19.

If a schedule to the zone specifies a requirement of a standard different from a requirement set out in the Clause 54 standard, the requirement in the schedule to the zone applies.

**Note:** If a proposal falls into more than one VicSmart class of application, the information requirements of each class apply and the corresponding checklists should be completed.