

# TOWN PLANNING

## SUBDIVIDE LAND INTO LOTS EACH CONTAINING AN EXISTING BUILDING OR CAR PARKING SPACE

### Checklist

#### Information requirements

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

- A completed VICSMART application form
- Signed declaration on the application form
- The application fee

#### Accompanying information

**Note:** 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.

- A full current copy of **Certificate of Title** for the land, including current ownership details, title plan and a full copy of any registered covenants, restrictions or Section 173. Agreements that apply to the land. (The Copy of Title must be clearly legible and less than three months old.) (Refer to the Information Sheet for more information.)
- A copy of the relevant planning permit and approved plans for the development.
- A copy of the occupancy permit or a certificate of final inspection for the development.
- Three copies of a layout plan drawn to scale and fully dimensioned showing:
  - The location, shape and size of the site.
  - The location of any existing buildings, car parking areas and private open space.
  - The location, shape and size of the proposed lots to be created.
  - The location of any easements on the subject land.
  - The location of the approved stormwater discharge point.
  - The location and details of any significant vegetation.
  - The location of any street trees, poles, pits and other street furniture.
  - Existing and proposed vehicle access to the lots.
  - Any loading bays and vehicle standing areas.
  - Any abutting roads.
  - Any waste storage areas.
  - Any proposed common property to be owned by a body corporate and the lots participating in the body corporate.
- If common property is proposed, an explanation of why the common property is required.
- If the land is in an area where reticulated sewerage is not provided, a plan which shows the location of any existing effluent disposal area for each lot or a land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the *State Environment Protection Policy (Waters of Victoria)* under the *Environment Protection Act 1970*.

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#### Please note:

- If the land is in a Heritage Overlay also complete Heritage Overlay Checklist.
- If the land is in a Special Building Overlay also complete Special Building Overlay Checklist.

#### Note

If the land is subject to a Heritage Overlay, Special Building Overlay or any other overlay, additional information may be required. There may be other information checklists available.

These requirements may vary depending on the extent of the proposed development. The list of information to be provided is not exhaustive and is intended as a guide for applicants only. Additional items may be required to enable proper consideration of the application. Glen Eira City Council reserves the right to request additional information pursuant to Section 54(1) of the *Planning and Environment Act (1987)*.

All enquiries should be directed to Council's Town Planning Department on 9524 3333. Applicants unsure about preparing an application are advised to consult with an independent, suitably qualified professional.

#### Information privacy

The personal information requested is required primarily for the provision of the service referred to on this form and will only be shared with those directly responsible for providing that service. If information is not provided, Council may not be able to deliver the service.

For further information about privacy at Glen Eira City Council, including the right to seek access to any information collected in this application, contact Council's privacy officer on 9524 3333.