

TOWN PLANNING MINOR SUBDIVISION, MINOR BUILDINGS AND WORKS OR PAINTING IN A HERITAGE OVERLAY

Checklist

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 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.)
- 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, including fences, and trees.
 - The location, height and design of the proposed building or works including details of proposed materials.
 - Any buildings to be demolished
 - An elevation of the proposed building.
 - The size and design of any proposed sign, including details of the supporting structure and any proposed illumination.
- A written description of the proposal including:
 - Any impacts on the significance of the heritage place.
 - How the proposal responds to any relevant local heritage policy set out in the scheme.
 - If lopping of a tree is proposed, the reason for the lopping, the extent of lopping and an arborist report.
- The proposed colour schedule and nature of any materials and finishes.
- A photograph of the area affected by the proposal including any building, outbuilding, fence, or tree which may be affected by the proposal.
- If subdivision is proposed, the location, shape and size of the proposed lots to be created.

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- If a sign is proposed:
 - The location, size and design of the proposed sign on the site or building.
 - The location and size of existing.

Please note:

- To realign a boundary between two lots also complete the Boundary Realignment Checklist.
- To subdivide an existing building or car parking space also complete the Subdivide an existing building or car parking space Checklist.
- To subdivide land with an approved development into two lots, you may also need to complete the Subdivide land with an approved development into two lots Checklist.
- To construct a fence on land in a Residential Zone, you may also need to complete the Front Fence in a Residential Zone Checklist.
- To construct a fence on land in an Environmental Significance Overlay, Significant Landscape Overlay or Design and Development Overlay, you may also need to complete the Front Fence in an Overlay Checklist.
- If the land is in a Special Building Overlay, you may also need to complete the 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.