

# TOWN PLANNING

## MINOR SUBDIVISION OR BUILDINGS AND WORKS IN A SPECIAL BUILDING OVERLAY

### 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.)
- Three copies of a plan drawn to scale and fully dimensioned showing:
  - The boundaries and dimensions of the site.
  - The layout, size and use of existing and proposed buildings and works, including vehicle parking areas.
  - Setbacks between existing and proposed buildings and site boundaries.
  - Natural surface levels of the site to Australian Height Datum (AHD).
  - Floor and surface levels of any existing and proposed buildings and works to AHD.
  - Cross sectional details of any basement entry ramps and other basement entries to AHD, showing floor levels of entry and exit areas and drainage details.
  - If subdivision is proposed, the location, shape and size of the proposed lots to be created.
  - Written advice, including endorsed plans of the proposal and any conditions, from the relevant floodplain management authority demonstrating that the floodplain management authority has considered the proposal for which the application is made within the past three months and does not object to the granting of the permit for the proposal.

#### Please note:

- To realign a boundary between two lots also complete Checklist one boundary realignment.
- To subdivide an existing building or car parking space also complete Checklist two subdivide an existing building or car parking space.
- To subdivide land with an approved development into two lots, you may also need to complete three Checklist three subdivide land with an approved development into two lots.

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- To construct a fence on land in a Residential Zone, you may also need to complete Front Fence Checklist in a Residential Zone.
- 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 Front Fence in an Overlay Checklist.
- If the land is in a Heritage Overlay you may also need to complete Heritage 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.