

Residential

Details to be submitted when lodging a Planning Permit Application for the Construction and/or Extension of a Single Dwelling on a lot less than 300 square metres, or Multiple Dwellings on a lot

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

- A Planning Permit Application form completed and signed.
- A current copy of Title and Title Plan including any Covenants and/or Section 173 Agreements applicable to the land. (A current copy of title can be located on the Titles Office's website at www.landata.vic.gov.au and must be a maximum of 3 months old.)
- A completed Cultural Heritage Management Plan checklist form, which is attached to this checklist.
- The prescribed application fee.

In addition to the information required above for all planning applications, the following must be provided:

- 3 copies of all plans and documentation.
 - All plans are to be fully dimensioned and drawn at an appropriate scale, i.e. 1:100, or 1:200.
 - 1 copy of all submitted plans in A4 or A3 size suitable for photocopying and scanning.
- An existing site plan that includes:
 - Any buildings or structures.
 - Driveway crossovers and car parking areas.
 - Any trees and vegetated areas.
 - Fences.
 - Existing lot boundaries (where more than one lot is involved with the development).
 - Distances between existing buildings/structures and to boundaries.
 - Location of services/utilities.
 - Use of adjoining land.
- A site plan that includes:
 - The boundaries and dimensions of the site.
 - Adjoining roads.
 - Relevant ground levels.
 - Existing site constraints (ie buildings and structures, trees, vegetated areas, fences and walls).
 - Location of proposed buildings/structures indicating distances to boundaries and other buildings/structures.
 - Driveways, car parking layout and loading areas.

Residential

- Landscape layout plan which includes the description of vegetation to be planted, the surfaces to be constructed, site works specification and the method of preparing, draining, watering and maintaining the landscape area.
- Details of the method of draining the site and the management of stormwater.
- North, South, East and West elevations of the building including exact height dimensions, the distance above natural ground level, and colour and materials of all buildings and works.
- Floor plans of existing and proposed buildings and works identifying the intended use of the components of the building(s). (The use must be in accordance with the Land Use Definitions provided under the Horsham Planning Scheme. If you have queries in relation to this, please contact Council's Town Planning Department).
- Finished floor levels of proposed buildings and works including reference to natural ground level.
- Shadow diagrams for September Equinox at 9am, 12 noon, 3pm (if applicable).
- Traffic report for larger scaled developments.
- A Neighbourhood and Site Description** (as described in Clause 54 or 55 as appropriate in the planning scheme) may use a site plan, photographs or other techniques and must accurately describe:

In relation to the neighbourhood:

- The built form, scale and character of surrounding development including front fencing.
- Architectural and roof styles.
- Any other notable features or characteristics of the neighbourhood.
- Location of existing buildings on the site and on 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 to 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 or characteristics of the site.

A design response (as specified in the planning scheme) must explain how the proposed design:

- Derives from and responds to the neighbourhood and site description.
- Meets the objectives of Clause 54 or 55 of the planning scheme (as appropriate).
- Responds to any neighbourhood character features for the area identified in a local planning policy or a neighbourhood character overlay.
- Addresses any streetscape elevation issues.

Residential

If the proposal is for a single dwelling on an lot smaller than 300 square metres:

- Completion of the *Clause 54 Assessment*.

If the proposal is for two or more dwellings on an lot, or any other accommodation use:

- Completion of the *Clause 55 Assessment*.

If reduction of car parking is proposed:

- Completion of the *Waiver of Car Parking Checklist*.

If subdivision is proposed:

- Completion of the *Subdivision Checklist*.

If removal of native vegetation is proposed:

- Completion of the *Native Vegetation Removal Checklist*.

Please note this is a checklist only. All applicants are urged to contact Council’s Town Planning Department prior to lodging their application to discuss the design and any other special requirements that might apply.

Applicant Declaration

I/We declare to the best of my/our knowledge and belief, that the particulars stated on this checklist are correct in every detail and that the information required has been supplied. I/We acknowledge that the development application may be returned to me/us if information is found to be missing or inadequate.

Applicants Name/s

Applicant signature/s

.....

.....

Date / / .

It is the responsibility of the applicant as the proponent of the activity requiring approval to determine if a Cultural Heritage Management Plan is required.

The Cultural Heritage Management Plan Check list is on the following page.

Cultural Heritage Management Plan

Aboriginal Heritage Act 2006

Changes to the Aboriginal Heritage Act 2006 were introduced on 28 May 2007. The purpose of the Act is to provide for the protection of Aboriginal Cultural Heritage in Victoria.

You must find out if a CHMP is required under the Aboriginal Heritage Act. Information in relation to the Aboriginal Heritage Act and requirements can be found at <http://www.dpcd.vic.gov.au/indigenous/aboriginal-cultural-heritage/cultural-heritage-management-plans> and CHMP self-assessment at www.aav.nrms.net.au/aavQuestion1.aspx

It is the responsibility of the applicant as the proponent of the activity requiring approval to determine if a Cultural Heritage Management Plan is required.

The following information **must** be provided when lodging a planning application. Please advise which is applicable to your planning application:

- A Cultural Heritage Management Plan is NOT required (a copy of the cultural heritage self-assessment is attached)
- An approved Cultural Heritage Management Plan is attached:
- A Cultural Heritage Management Plan is required and has NOT been approved. Refer note 1.

Note 1: Under Section 52 (1) of the Aboriginal Heritage Act 2006 the responsible authority must not grant a planning permit without an approved CHMP. Under Section 52 (4) of the Aboriginal Heritage Act 2006 until the responsible authority has received a copy of the approved CHMP the time required for the responsible authority to make a decision is deemed NOT to have commenced.

This form must be signed. Remember it is against the law to provide false or misleading information, which could result in the planning permit being invalid.

I declare that the above information is true and correct and the owner (if not myself) has been advised.

Name:

I am the: (tick all that apply)

- Owner Applicant

Signature: Date: