

Buildings and Works

Details to be submitted when lodging a Planning Permit Application where the only trigger is for Buildings and Works, such as land within the Environmental Significance Overlay, Significant Landscape Overlay, and the Land Subject to Inundation Overlay

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.

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- A site plan that includes:
 - The boundaries and dimensions of the site.
 - Adjoining roads.
 - Floor levels of existing buildings, and natural ground levels in AHD measurements.
 - Existing site constraints (ie buildings and structures, trees, vegetated areas, fences and walls)
 - Driveways, car parking layout and loading areas.
 - 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.
- Finished floor levels of proposed buildings and works including reference to natural ground level in AHD measurements.

Buildings and Works

Please note this is a checklist only. All applicants are urged to contact Council’s Town Planning Department on 03 5382 9798 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 Planning Permit Application may be returned to me/us if information is found to be missing or inadequate.

Applicant signature/s

Applicants Name/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: