

Subdivision

Details to be submitted when lodging a Planning Permit Application for Subdivision

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.
- 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.
- Plan(s) of Subdivision.
 - A feature survey showing all existing conditions including (but not limited to) driveways, creeks, fences, buildings and other structures, landscaping, native vegetation. Distances between existing site features to proposed boundaries are also to be identified.
 - A written statement explaining:
 - The purpose of the subdivision, including the purpose of each proposed new lot.
 - The current use of the land.
 - The area of each proposed new lot.
 - How the subdivision relates to surrounding land uses and zones.
- Copy of the consent from the Responsible Authority to a Development Plan that applies to the site (if applicable). (DPO1 – Low Density Development Plan, DPO2 – Rural Living Development Plan, DPO3 – Wimmera River South Development Plan, DPO6 – Gates Estate Development Plan)

If removal of native vegetation is proposed:

- Completion of the *Native Vegetation Removal Checklist*.

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In addition to the information required above for all planning applications, the following must be provided for applications located within the **General Residential Zone – Schedules 1 and 2, Mixed Use Zone or Township Zones**:

- A written statement that addresses the relevant objectives and standards of Clause 56 which are provided in the following table:

	GRZ1	GRZ2	MUZ	TZ
2 Lots	Clauses 56.03-5, 56.04-2, 56.04-3, 56.04-5, 56.06-8 to 56.09-2.			
3 to 15 lots	All except Clauses 56.02-1, 56.03-1 to 56.03-4, 56.05-2, 56.06-1, 56.06-3 and 56.06-6.			Clauses 56.03-5, 56.04-2 to 56.04-5, 56.05-1, 56.06-2, 56.06-4, 56.06-5, 56.06-7 and 56.06-8 to 56.09-4.
16 to 59 lots	All except Clauses 56.03-1 to 56.03-3, 56.03-5, 56.06-1 and 56.06-3.			Clauses 56.02-1, 56.03-5, 56.04-2 to 56.04-5, 56.05-1, 56.05-2, 56.06-2, 56.06-4, 56.06-5, 56.06-7, 56.06-8 and 56.07-1 to 56.09-4.
60 or more lots	All except Clause 56.03-5.			

In addition to the information required above for all planning applications, the following must be provided for applications located within the **Low Density Residential Zone**:

- A site analysis to include:
 - land form.
 - vegetation coverage.
 - relationship with surrounding land.
 - The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities.
- A report explaining how the proposed subdivision has responded to the site analysis. The report must:
 - In the absence of reticulated sewerage, include 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.
 - Show for each lot:
 - A building envelope and driveway to the envelope.
 - Existing vegetation.
 - In the absence of reticulated sewerage, an effluent disposal area.
- If a staged subdivision, show how this stage and the balance of the land may be subdivided in accordance with the relevant Development Plan.

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In addition to the information required above for all planning applications, the following must be provided for applications located within the **Rural Living Zone**:

- A site analysis to include:
 - land form.
 - vegetation coverage.
 - relationship with surrounding land.
 - The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities.
- A written statement the addresses the following:
 - The capacity of the site to sustain the agricultural use.
 - Any integrated land management plan prepared for the site.
 - The potential for the future expansion of the use or development and the impact of this on adjoining and nearby agricultural and other land uses.
 - The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.
 - The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.
 - The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities.
 - Whether the development will require traffic management measures.
 - If a staged subdivision, show how this stage and the balance of the land may be subdivided in accordance with the relevant Development Plan.

In addition to the information required above for all planning applications, the following must be provided for applications located within the **Farming Zone**:

- A site analysis to include:
 - land form.
 - vegetation coverage.
 - relationship with surrounding land.
 - The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities.

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- A written statement the addresses the following:
 - Whether the development will support and enhance agricultural production.
 - Whether the development will permanently remove land from agricultural production.
 - The potential for the development to limit the operation and expansion of adjoining and nearby agricultural uses.
 - The capacity of the site to sustain the agricultural use.
 - The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.
 - Any integrated land management plan prepared for the site.
 - The need to locate buildings in one area to avoid any adverse impacts on surrounding agricultural uses and to minimise the loss of productive agricultural land.
 - The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.
 - The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.
 - Whether the use and development will require traffic management measures.

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 Planning Permit Application may be returned to me/us if information is found to be missing or inadequate.

Applicants Name/s

Applicant signature/s

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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: