

Subdivision Application Checklist

What you need to provide when making a planning permit application for the subdivision of land.

A fully completed Application for Planning Permit form

All sections of this form must be completed.

Upon signing this form, you are making a declaration that all information is true and accurate. Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

If you are unsure as to how to properly complete the form, a 'How to complete the Application for Planning Permit form' is available from Council offices or on Council's website at www.greaterdandenong.com

A full current copy of Title for the land

The copy of Title provided must have a date of less than 90 days.

This is to include a register search statement, plan of subdivision, and full details of any registered covenant or restriction (such as a Section 173 Agreement) applying to the land.

Further information on how to obtain this information can be found on Council's website under section 'Planning Frequently Asked Questions'.

The prescribed application fee

The applicable fee depends on the nature of the subdivision. A fee schedule is available on Council's website or you can check the applicable fees by contacting Council's Planning & Design department.

NOTE: An additional fee will be payable to Council should the application need to be advertised to cover costs relating to the mailing of letters to surrounding property owners/occupiers and any other relevant parties, and may be payable for on-site notices and for any notification within newspapers. You will be advised of this fee in due course.

A survey plan showing the existing conditions of the site

This plan is to detail title boundary dimensions, boundary fence locations and the location of any buildings existing on the land.

The proposed plan of subdivision

All major dimensions are to be provided, preferably with details of the proposed lot areas.

- One (1) copy of the plan must be submitted in hard copy (A4 scale).
- An electronic copy of ALL application documents and plans must be provided on CD/DVD or USB flash drive.

A written statement

The written statement is to justify your proposal and explain:

- The current use of the land;
- The purpose of the subdivision;
- The area of each proposed new allotment; and,
- How the proposal meets the applicable requirements of the Greater Dandenong Planning Scheme.

Notes

This checklist is for basic subdivisions only. Large subdivisions will require further information to be provided to justify the proposal.

Please ensure all information provided is clear to enable the processing of your application. Any incomplete applications will not be accepted.

Specific questions relating to planning permit requirements can be discussed with Council's Planning & Design department.



Phone **8571 1000**



Fax **8571 5196**



council@cgd.vic.gov.au



TTY: 133 677

Speak and listen: 1300 555 727

Online: relayservice.gov.au



TIS: 13 14 50

Find us online



greaterdandenong.com

