

General Application Checklist

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

For All Applications

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 whether the application is for the use and/or development of the land. If the application includes the development of the land, the cost of the development also influences the application fee. A fee schedule is available on Council's website or you check the applicable fee 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 written submission against the provisions of the Greater Dandenong Planning Scheme

An application for either the use or development of the land must include a written report justifying the proposal against the applicable provisions of the Greater Dandenong Planning Scheme, including zoning provisions, relevant State and Local Planning Policies, and overlay provisions and any relevant particular provisions.

For Development Applications

A current MPL certificate (for applications with an estimated cost of development more than \$1 million)

If your planning permit application requires an MPL certificate, your application will only be accepted if the estimated cost of development stated in the MPL certificate is equal to or greater than the estimated cost of the development stated in the planning permit application. For details, visit the State Revenue Office website www.sro.vic.gov.au

An existing conditions site plan

This plan is to be drawn to a scale of preferably 1:100, 1:200 or 1:500 and detail the existing conditions of the site and surrounding area. The plan is to show:

- The boundaries, dimensions and orientation of the site;
- Location of buildings on the site;

- Adjoining street/s;
- Relevant ground levels within the site and on adjacent properties measured to the Australian Height Datum (AHD);
- All adjoining properties, including details regarding the use, location of buildings, access ways and other significant features;
- The location of any habitable room windows facing the property and secluded open space areas within 9 metres of the site;
- All electricity poles, street trees, drainage pits, fire hydrants, vehicle crossings etc. in front of the site;
- All easements, drainage and sewerage pipes and power lines (to be verified by relevant authorities prior to lodgement); and,
- Any significant existing vegetation.

A proposed site plan

This plan is to be drawn to scale, preferably at 1:100 or 1:200 and detail the proposed development on the site. The plan is to show:

- The boundaries, dimensions and orientation of the site;
- Adjoining roads;
- Relevant ground levels within the site and proposed finished floor levels measured to the Australian Height Datum (AHD);
- The layout of the proposed buildings and works, including the siting of walls, windows, doors, etc.;
- Features such as footpaths for public and private areas, areas set aside for outdoor storage and service facilities such as plant equipment, as appropriate;
- All driveways, parking spaces, visitor parking, loading bay areas, bicycle parking areas and pedestrian accessways, including construction details, as appropriate; and,
- Areas not required for immediate use.

All external elevations of the proposed development

Elevations are to be provided at a scale of 1:100 and are to accurately indicate:

- Major elevations of every building, including the relationship of the elevations to natural ground level, showing any proposed cut or fill;
- Natural ground level, finished ground level, finished floor level and overall building height to the Australian Height Datum;
- External wall heights (above natural ground level);
- Overall building heights (above natural ground level); and,
- Colours, materials and finishes of external surfaces.

Site Summary

The site summary should be included on the proposed site plan. This is a schedule that lists details such as site area, floor area of buildings, site coverage, open space (as appropriate), car parking ratios, loading bay areas, etc.

A landscape plan

A landscape layout plan which includes:

- The natural and finished surface levels of the land, including any proposed retaining walls;
- Existing vegetation to be retained and removed (An Arboricultural assessment is to be submitted if native vegetation is to be removed);
- Species of individual plantings, including a description of botanical name, common name, mature height and spread, pot size, purchase height (if a tree) and individual plant quantities;
- Details of ground covers, including mulch and lawn areas;

- Method of preparing, draining, watering and maintaining the landscape area; and,
- The extent of any earthworks.

For Use Applications

A written submission detailing the proposed use of the land

The written submission is to provide full details of the proposed use of the land and justify your proposal against the applicable requirements of the Greater Dandenong Planning Scheme. The submission is to address, as appropriate:

- The suitability of the use with regard to the objectives of the Greater Dandenong Planning Scheme;
- The purpose of the use and the type of processes to be utilised/activities to be carried out;
- The hours of operation, staffing levels, patron/seating numbers etc.;
- How land not required for immediate use is to be maintained;
- The likely effects, if any, on the neighbourhood, including:
 - Noise levels;
 - Air-borne emissions;
 - Emissions to land or water;
 - Traffic, including the hours of delivery and despatch; and,
 - Light spill or glare; and,
- Any other relevant information.

A site plan

Applications for the use-only of the land are to be accompanied by a site plan showing the existing conditions of the site, similar to that outlined above.

For all Applications

- One (1) set of plans and application documents must be submitted in hard copy (Note: Plans must be A1 or A2 size for large scale developments. Plans can be A3 size for small scale developments).
- An electronic copy of ALL application documents and plans must be provided on CD/DVD or USB flash drive.

The information listed above is the minimum requirement for making an application for a planning permit. Depending on the nature of your application, you may be required to submit additional information to support the application.

Please ensure all information provided is clear to enable the processing of your application. Incomplete applications cannot be accepted.

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

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