

Building and Works Planning Application Checklist

To apply for a Planning Permit for Buildings and Works, include the items below at the time of application to ensure prompt response times for initial application processing:

Application Form and Fee

Completed Planning Application Form signed and payment of the prescribed fee.

Cover Letter

A full current copy of Title for the land, including current ownership details, title plan and a full copy of any registered covenants, restrictions or Section 173 Agreements that apply to the land.

The copy of Title must be clearly legible and no older than 60 days when you lodge the planning permit application. Visit www.landata.vic.gov.au to obtain a copy of your Title.

Photographs

Photographs of the subject site.

Existing Site Plan

3 x copies of an existing site plan, at a scale of 1:100, 1:200 or 1:250, showing:

- The boundaries and dimensions of the site.
- Adjoining roads and vehicle access points.
- Include neighbouring buildings on the site plan.
- Include any vegetation to be removed on the site plan.
- Relevant ground levels of the site.
- The location of any existing buildings and works.
- The layout of and use of each existing building including location of car parking.
- The location of any existing vegetation or landscaping within the site.

Proposed Site Plan

3 x copies of a proposed site layout plan drawn at a scale of 1:100 or 1:200 which includes, as appropriate:

- The boundaries and dimensions of the site.
- Adjoining roads and vehicle access points.
- Relevant ground levels of the site.
- The location of any proposed buildings and works.
- The layout of existing and proposed buildings identifying the intended use of each building.
- The location of any proposed landscaping within the site.
- The location and dimensions of driveways, vehicle parking areas and loading bays.

Floor Plan, Elevation Plans and Other Relevant Information

3 x copies of a fully dimensioned floor plan drawn at a scale of 1:100 or 1:200 showing the internal layout of the proposed buildings.

3 x copies of fully dimensioned elevation plans and drawn at a scale of 1:100 or 1:200 including colours and finishes of all buildings and location of signage.

Details of all proposed signage including size, location, wording and colours to be used.

A written submission detailing the existing use of the site including the hours of operation and staff numbers.

A written response against any relevant state and local planning policies and any relevant overlay demonstrating how the proposal satisfies the purpose, objectives and decision guidelines.

If you require any assistance phone our Statutory Planning team on 1300 367 700 during office hours.
A request for further information may occur after the initial assessment is completed.