

Urban Growth Permit Application Checklist

This checklist is designed to streamline the permit application process and ensure compliance with planning requirements. Complete and submit this form with the required documents via SPEAR, following the correct **Document Naming Conventions**.

How to apply for a Permit

All permit applications must be lodged through SPEAR, an online system for subdivision and related planning permits. Applications can be submitted by a Licensed Surveyor registered with SPEAR for planning permits, certifications, or combined applications.

Supporting documentation

Depending on the specific requirements of your application, you may need to include additional supporting documents.

Note: This checklist is for pre-application preparation. An initial assessment will be conducted upon receipt, and additional information may be requested if needed.

Extension of time to provide more information

Urban Growth policy allows for one 90-day extension and a final 60-day extension (up to six months) to provide additional information pursuant to Section 54 (1) of the Planning and Environment Act 1987. Please keep this timeframe in mind when preparing your documentation, as your application will lapse if the required information is not received within this period.

Document name

Application for Planning Permit Form

Yes No

Written Application detailing the proposal and how it responds to the zone, overlays and other relevant provisions of the planning scheme including the residential development provisions

Yes No

Copy of title dated within the last 60 days, including search statement, plan of subdivision, copies of covenants, encumbrances, and section 173 agreements registered on the title

Yes No

Feature Survey prepared by a qualified Land Surveyor

Yes No

Plan of Proposed Subdivision prepared by a qualified Land Surveyor

Yes No Not applicable

Staging Plan indicating the proposed sequencing of development

Yes No Not applicable

Landscape Master Plan detailing the development of any proposed open space areas

Yes No Not applicable

Stormwater Management Plan identifying appropriate Water Sensitive Urban Design features to meet best practice stormwater treatment guidelines

Yes No Not applicable

Waterway Management Plan if the subject site contains a mapped waterway

Yes No Not applicable¹

Flood Risk Report if the site is affected by a Floodway Overlay or Land Subject to Inundation Overlay

Yes Not applicable²

Bushfire Management Plan in accordance with clause 44.06 if the subject site contains an area covered by a Bushfire Management Overlay

Yes Not applicable³

Earthworks Plan to identify the extent of 'fill' or 'cut' which is proposed

Yes No Not applicable

Traffic Impact Assessment for developments that increase traffic by 10% or 100 vehicles per day, involve constructing a new road or intersection, or facilitate significant further development

Yes No Not applicable⁴

Cultural Heritage Management Plan if the subject site contains an area of cultural heritage sensitivity

Yes No Not applicable

Native Vegetation Management Plan for proposals involving the removal, destruction, or lopping of native vegetation, as well as for guiding the retention and protection of native vegetation

Yes Not applicable⁵

Public Infrastructure Plan if the site is within an approved Development Contribution Plan

Yes No Not applicable⁶

Development Contributions Schedule if the site is within an approved Development Contribution Plan

Yes No Not applicable

Preliminary Site Investigation if the site contains potentially contaminated land

Yes No Not applicable

Preliminary Risk Screen Assessment if the site contains potentially contaminated land or is affected by an Environmental Audit Overlay

Yes No Not applicable⁷

Environmental Audit if the site contains potentially contaminated land or is affected by an Environmental Audit Overlay

Yes No Not applicable⁸

¹ Required in Lake Narracan by clause 37.07-12 of the planning scheme

² Required by clause 44.03-4 and schedule 1 to clause 44.04 of the planning scheme

³ Required by clause 44.06 of the planning scheme

⁴ Required in Lake Narracan by clause 37.07-12 of the planning scheme

⁵ Required by clauses 52.16-4 and 52.17-2 of the planning scheme

⁶ Required in Lake Narracan by clause 37.07-12 of the planning scheme

⁷ Required by clause 45.03-1 of the Planning Scheme
Required in Lake Narracan by clause 37.07-12 of the planning scheme

⁸ Required by clause 45.03-1 of the Planning Scheme