

To apply for a Planning Permit for an Outbuilding in Farming Zone, each of the following Checklist items must be included at the time of application to ensure prompt response times:

Application Form & Fees	Completed Planning Application Form and payment of the prescribed fee:	<input type="checkbox"/>
Cover Letter	A cover letter which describes: <ul style="list-style-type: none"> • The nature of the proposal; • The contents of your application; and • Also detail any pre-application discussions with a Council planning officer and/or neighbours. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Title	Full Copy of Title (including the relevant plan of subdivision and any restrictions). <i>Please note: The Title must be current - not be more than 60 days old.</i>	<input type="checkbox"/>
Photographs	Photographs of the subject site.	<input type="checkbox"/>
Site Plan	3 x copies of site plan, at a scale of 1:100, 1:200 or 1:250, showing: <ul style="list-style-type: none"> • North point; • The site shape, boundaries and dimensions of the site; • Easements; • Any significant features in proximity to the site; • The location and use of existing buildings and proposed buildings on site; • The effluent disposal envelopes (if appropriate); • Native vegetation to be removed and retained; • Any other biodiversity assets or re-vegetation areas, including details of number and species; and • Access and carparking areas within the site. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Floor Plans, Elevation Plans & Other Relevant Information	3 x copies of elevation plans (North, South, East, West), to be drawn to a scale of 1:100 or 1:200 and detail the following: <ul style="list-style-type: none"> • Floor and elevations of building; and • External materials and colours. 	<input type="checkbox"/> <input type="checkbox"/>

If you require any assistance with preparing and/or collating the Checklist requirements, please contact a member of our Statutory Planning team on 1300 367 700 during office hours.

*Please Note: These Checklist items are for initial application processing only.
A request for further information may occur after the initial assessment is completed.*