

Minor subdivision or construct building or works within a Special Building Overlay

Pre-application discussion: Was there a pre-application meeting? Who with and when?

- | | |
|---|-------|
| <input type="checkbox"/> Planning Officer: | Date: |
| <input type="checkbox"/> Building surveyor: | Date: |
- Under building regulations, fences on corner allotments need to respond to safety in relation to vehicle sight lines and pedestrians.

INFORMATION REQUIREMENTS

For all planning permit applications the following **MUST** be provided:

- | |
|---|
| <input type="checkbox"/> A completed application form |
| <input type="checkbox"/> Signed declaration on the application form |
| <input type="checkbox"/> The application fee |

Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate

- | | | | | | | | | |
|---|---|--|---|--|--|--|---|---|
| <input type="checkbox"/> Copy of title and any registered restrictive covenant.
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame. | | | | | | | | |
| <input type="checkbox"/> 3 copies of a plan drawn to scale and fully dimensioned showing: <table border="1"> <tr> <td><input type="checkbox"/> The boundaries and dimensions of the site.</td> </tr> <tr> <td><input type="checkbox"/> The layout, size and use of existing and proposed buildings and works, including vehicle parking areas.</td> </tr> <tr> <td><input type="checkbox"/> Setbacks between existing and proposed buildings and site boundaries</td> </tr> <tr> <td><input type="checkbox"/> Natural surface levels of the site to Australian Height Datum (AHD)</td> </tr> <tr> <td><input type="checkbox"/> Floor and surface levels of any existing and proposed buildings and works to AHD.</td> </tr> <tr> <td><input type="checkbox"/> Cross sectional details of any basement entry ramps and other basement entries to Australian Height Datum, showing floor levels of entry and exit areas and drainage details.</td> </tr> <tr> <td><input type="checkbox"/> If subdivision is proposed, the location, shape and size of the proposed lots to be created.</td> </tr> <tr> <td><input type="checkbox"/> Written advice, including endorsed plans of the proposal and any conditions, from the relevant floodplain management authority demonstrating that the floodplain management authority has considered the proposal for which the application is made within the past three months and does not object to the granting of the permit for the proposal.</td> </tr> </table> | <input type="checkbox"/> The boundaries and dimensions of the site. | <input type="checkbox"/> The layout, size and use of existing and proposed buildings and works, including vehicle parking areas. | <input type="checkbox"/> Setbacks between existing and proposed buildings and site boundaries | <input type="checkbox"/> Natural surface levels of the site to Australian Height Datum (AHD) | <input type="checkbox"/> Floor and surface levels of any existing and proposed buildings and works to AHD. | <input type="checkbox"/> Cross sectional details of any basement entry ramps and other basement entries to Australian Height Datum, showing floor levels of entry and exit areas and drainage details. | <input type="checkbox"/> If subdivision is proposed, the location, shape and size of the proposed lots to be created. | <input type="checkbox"/> Written advice, including endorsed plans of the proposal and any conditions, from the relevant floodplain management authority demonstrating that the floodplain management authority has considered the proposal for which the application is made within the past three months and does not object to the granting of the permit for the proposal. |
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Note:

- ① To realign a boundary between two lots also complete **Checklist 1 Boundary Realignment**.
- ① To subdivide an existing building or car parking space also complete **Checklist 2 Subdivide an existing building or car parking space**.
- ① To subdivide land with an approved development into two lots, you may also need to complete **Checklist 3 Subdivide land with an approved development into two lots**.
- ① To construct a fence on land in a Residential Zone, you may also need to complete **Checklist 4 Front Fence in a Residential Zone**
- ① To construct a fence on land in an Environmental Significance Overlay, Significant Landscape Overlay or Design and Development Overlay, you may also need to complete **Checklist 6 Front Fence in an Overlay**.
- ① If the land is in a Heritage Overlay you may also need to complete **Checklist 8 Heritage Overlay**.
- ① **All applications must be accompanied by an electronic copy of plans. This can be provided:**
 - In the form of a CD or DVD;
 - Emailed to vicsmart@kingston.vic.gov.au

Applicant

I understand that if all required information is not submitted with my VicSmart Application, then my application may be returned to me or delayed until such time as all required information is provided to Council.

Signature

Date