

Planning Permit Application Checklist



<p>A Planning Permit must be accompanied by the following information:</p>
<p><i>Planning Permit Application Form</i></p> <ul style="list-style-type: none">• The form must be fully completed and signed• A full description of the proposed use/development must be provided on the application form
<p><i>Application fee</i></p> <ul style="list-style-type: none">• Must be paid at lodgement of planning application. Please ask the planning department if unsure of fee
<p><i>Current copy of title</i> (recent title search within 2 months of submission of application)</p> <ul style="list-style-type: none">• Must include full ownership details and any restrictive covenants (if applicable)• A copy of map or plan of subdivision• A copy of the title can be obtained from Department of Environment, Land, Water & Planning on Ph: 136 186 or via the website: www.delwp.vic.gov.au
<p><i>One copy of existing conditions plan (must be A3 or A4)</i></p> <ul style="list-style-type: none">• Boundaries and dimensions of the lot• A north point• Access points• Scaled plans showing existing building(s) and the set back of buildings from the lot boundaries including the location of septic system (if unsewered)• Existing vegetation• Slope and levels of the land• Sheds, dams, watercourses etc
<p><i>One copy of the site plan (must be A3 or A4)</i></p> <ul style="list-style-type: none">• Boundaries and dimensions of the lot• A north point• Access points• Scaled drawings showing the set back of the proposed building/works from the lot boundaries, including the location of proposed septic system (if unsewered)• Any proposed vegetation removal• Slopes and levels of the land• Shed, dams and watercourses etc
<p><i>One copy of proposed floor and elevation plans (must be A3 or A4)</i></p> <ul style="list-style-type: none">• Scaled drawings showing the floor and elevation plans of the proposed development including any site cut required• Construction materials (i.e. weatherboard, colourbond roof) and finished colours

Land Capability Assessment (One copy)

- A land capability may be required if the land is not sewerred
- Council's Environmental Health Dept will be able to give advice in relation to Septic Tank requirements.
- A list of consultants can be found in the yellow pages or on the internet under [Soil Testing Investigation](#) or [Geotechnical Engineers](#)

Wildfire Management Overlay

- A Bushfire Management Statement may be required to be submitted with your application if the land is in an area covered by the Wildfire Management Overlay.
- Further information can be found at the website:

Please contact Customer Service on Ph (03) 5348 1577 to see whether you need to complete a declaration. Further details and information may also be found at website: [Country Fire Authority](#)

Other information requirements

- If building two or more dwellings on a lot, you should address the objectives of Clause 55 of the planning scheme
- If subdividing your land, you should address the objectives of Clause 56 of the planning scheme
- If you need a permit to build a dwelling in the farming zone you must submit a written response to the decision guidelines of the Hepburn Shire Planning Scheme, Farming Zone – Clause 35.07-6

Please Note: Applications cannot be assessed until all the required information has been submitted.

The Planning Department encourages pre-application meetings prior to the submission of planning applications. If you would like to discuss your planning application with a member of the planning team, please call our Customer Service Staff to arrange a meeting on Ph (03) 5348 1577.