

# ► Planning Permit Application Checklist

## Construction of 2 to 5 Dwellings on a Lot

	Provided by Applicant	Checked by Planner
<b>This section <u>must</u> be completed for every application.</b>		
A fully completed application form		
A copy of title no more than 3 months old. This includes a 'Register Search Statement', the 'Title Plan' and any associated 'Instruments' (e.g. Section 173 Agreements, Covenants). Titles can be accessed via <a href="http://landata.vic.gov.au">landata.vic.gov.au</a>		
The relevant application fee.		
<b>Development of 2 to 5 dwellings</b>		
A written assessment against: <ul style="list-style-type: none"> <li>The objectives, purpose and decision guidelines of the relevant zone and overlays. For applications in the Farming Zone, this may include a farm plan. To check the zones and overlays applicable to the subject site refer to <a href="http://land.vic.gov.au">land.vic.gov.au</a></li> <li>The objectives and standards of Clause 55 of the Hepburn Planning Scheme.</li> </ul>		
A Neighbourhood and Site description plan as described within Clause 54.01-1 of the Hepburn Planning Scheme.		
One copy of an existing site plan and one copy of the proposed site plan drawn to 1:100 or 1:200 scale and fully dimensioned showing: <ul style="list-style-type: none"> <li>Title boundaries and dimensions.</li> <li>Layout and size of existing and proposed buildings and works, including vegetation, vehicular crossovers and vehicular parking spaces.</li> <li>Location of neighbouring crossovers, street trees, man holes and markers, power &amp; telecommunication poles.</li> <li>Setbacks between the existing and proposed buildings (including out buildings) and title boundaries.</li> <li>Buildings and trees on neighbouring properties within 3 metres of the title boundaries.</li> <li>Habitable room windows of neighbouring properties within 9 metres of the tile boundaries.</li> <li>Dimensions and percentage of: <ul style="list-style-type: none"> <li>Secluded private open space and private open space.</li> <li>Site permeability.</li> <li>Garden area (as defined by Clause 72 of the Hepburn Planning Scheme).</li> </ul> </li> <li>Location of any existing trees on the subject site.</li> <li>Details of all plant equipment (e.g. air conditioning units, pool pumps, hot water systems, clotheslines, external storage)</li> <li>Height and type of all existing boundary and internal fences on the existing site plan only.</li> </ul>		
One copy of the proposed floor plan(s) drawn to a scale of 1:100 and fully dimensioned, showing the use of each room.		
One copy of the proposed elevations drawn to a scale of 1:100 and fully dimensioned. Elevation drawings must show: <ul style="list-style-type: none"> <li>External wall heights and maximum building heights, measured from natural ground level.</li> <li>Floor to ceiling heights and the finished floor levels to AHD (Australian Height Datum).</li> <li>All proposed cut and fill areas, fully dimensioned to AHD.</li> </ul>		

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For each dwelling with a first floor or higher: one copy of black and white shadow diagrams drawn to a scale (1:100) for the hours of 9.00am, 12noon and 3.00pm on 22 September.		
One copy of a materials and colours schedule for all external walls, roofs, doors and hard surface areas.		
One copy of a landscape plan drawn to a scale of 1:100 and fully dimensioned. The landscape plan must show: <ul style="list-style-type: none"> <li>• A survey (including botanical names) of all existing vegetation to be retained or removed.</li> <li>• Buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary.</li> <li>• Tree protection zones for all trees to be retained on site and for all trees on neighbouring properties within three metres of the boundary.</li> <li>• Details of surface finishes of pathways and driveways.</li> <li>• A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant.</li> </ul>		
An electronic copy of the documents.		
<b>Specific application requirements for Overlays.</b>		
*Please note this is not an extensive list and only covers the most common overlays.		
<b>Clause 43.01 Heritage Overlay</b> A written response to the objectives and decision guidelines that takes into consideration the impacts on the significance of the heritage place.		
<b>Clause 43.02 Design and Development Overlay</b> A written response to the design objectives and decision guidelines of the relevant schedule		
<b>Clause 43.05 Neighbourhood Character Overlay</b> A written response to the objectives and decision guidelines of the relevant precinct.		
<b>Clause 44.06 Bushfire Management Overlay</b> Unless a schedule to this overlay specifies a different requirement, the following must be supplied: <ul style="list-style-type: none"> <li>• A Bushfire Hazard Site Assessment.</li> <li>• A Bushfire Hazard Landscape Assessment.</li> <li>• A Bushfire Management Statement.</li> </ul>		

Please include the checklist with your application at the time of lodgement.

**Disclaimer:** These requirements may vary depending on the extent of the proposed development. The list of information to be provided is not exhaustive and is intended as a guide for applicants only. An application may require one or more checklist type. Additional items may be required to enable proper consideration of the application. Hepburn Shire Council reserves the right to request additional information pursuant to Section 54(1) of the *Planning and Environment Act (1987)*.

**Applications can be submitted by:**

- **Email:** [shire@hepburn.vic.gov.au](mailto:shire@hepburn.vic.gov.au),
- **Post:** PO Box 21 Daylesford VIC 3460, or;
- **In Person:** Council offices: Daylesford, Creswick or Clunes.