

## Checklist 9

# Minor subdivision or buildings or works in a Special Building Overlay

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

- Planning Officer: \_\_\_\_\_ Date: \_\_\_\_\_
- 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:

- For all planning permit applications the following MUST be provided:
- A completed application form
- Signed declaration on the application form
- 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.

- 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.
- 3 copies of a plan drawn to scale and fully dimensioned showing:
- The boundaries and dimensions of the site.
- The layout, size and use of existing and proposed buildings and works, including vehicle parking areas.
- Setbacks between existing and proposed buildings and site boundaries
- Natural surface levels of the site to Australian Height Datum (AHD)
- Floor and surface levels of any existing and proposed buildings and works to AHD.
- 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.
- If subdivision is proposed, the location, shape and size of the proposed lots to be created.
- 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.

**Note:** If a proposal falls into more than one VicSmart class of application, the information requirements of each class apply and the corresponding checklists should be completed.