

CHECKLIST FOR PLANNING PERMIT APPLICATIONS

Planning permit applications are to be lodged online via Council's planning portal. This can be found here: <https://goldenplains.greenlightopm.com/planning>

Applying for a planning permit online requires the same information that was previously submitted in hardcopy or digitally. This list provides a broad overview of expected information, depending on the type of application.

Please be aware that failure to provide the required standard information will impact on the time taken to assess an application and make a decision.

APPLICATION FORM

The detail entered online will automatically create an electronic application form once all required information is entered and the application submitted. You will be required to enter the following detail:

- The address of the property or properties including street address and title detail
- A **brief** but accurate description of all elements of the proposal e.g. Construction of dwelling, dam, and removal of native vegetation (Do not describe the **use** or **development** in detail, this should form a separate attachment)
- A brief description of the way the land is used now e.g. vacant, single dwelling
- An estimated cost of development (this also applies to applications for subdivision)
- The contact details of the applicant, contact (if different to the applicant) and owner details if different from the applicant

COPY OF TITLE

- A full copy of the current certificate of title (**no more than 60 days old**). Ensure this includes both the title page/s and the plan of subdivision page/s
- A full copy of any registered restrictive covenants
- A full copy of any section 173 agreements that may apply to the land
- A full copy of any Memorandum of Common Provisions (MCP) that may apply to the land
- A copy of title can be obtained from the LandData website. Refer to Council's website for more detail <https://www.goldenplains.vic.gov.au/residents/my-home/planning/planning-permits>

SUBDIVISION APPLICATIONS

- A site and feature level survey
- Stormwater Management Plan, demonstrating an acceptable drainage solution for the site
- An arborist report which provides details of significant trees on site and also addresses trees on adjoining land which may be prone to damage from construction works
- A Land Capability Assessment (LCA) for all land in the Low Density Residential Zone (and in some other instances)
- A planning report that addresses the relevant zoning, overlay/s and particular provisions, and policy of the planning scheme. The planning report must also address the information required by the planning scheme.
- Landscaping plans prepared by a qualified horticultural expert are often also required

PLANS

A detailed site plan must be provided with all use and/or development applications. It must be legible and to scale and show detail including, but not limited to:

- Orientation of the land (north arrow)
- Existing site features such as buildings, watercourses and the setback distances of both existing and proposed buildings and works
- Existing and/or proposed access to the site
- Topographic features such as mature trees, dams, watercourses, native vegetation
- The location of the proposed buildings and works including the setback distances from boundaries
- Elevation plans and internal layout must be provided for all buildings which are drawn to scale and legible and show all external building materials, height detail, roof pitch, dimensions and colour schedule

APPLICATION TO VARY OR REMOVE A RESTRICTIVE COVENANT

- A planning report detailing the reason for the proposed variation or removal of the restriction
- A written assessment of the application against the relevant section of the *Planning and Environment Act 1987*
- The details of all beneficiaries to the covenant. This information must be prepared by a suitably qualified legal practitioner and details of the methodology provided, to the satisfaction of the responsible authority
- If a restriction is proposed to be amended, details of the proposed amendment are to be provided e.g. amended building envelope or wording

BUSHFIRE MANAGEMENT STATEMENT (BMS)

Applications for accommodation (including dwellings) and other specified uses will require a Bushfire Management Statement (BMS) to be submitted with the application. It is recommended that this be prepared by a suitably qualified and experienced expert in this field. You can search for accredited practitioners in your area by referring to the Fire Protection Association Australia (FPAA) <http://www.fpaa.com.au/>

CULTURAL HERITAGE MANAGEMENT PLAN (CHMP)

A CHMP is required when a 'high impact activity' is planned in an area of 'cultural heritage sensitivity'. These terms are defined under the Aboriginal Heritage Regulations 2018. In these circumstances, planning permits, license's and work authorities can't be issued unless a CHMP has been approved for the activity. Applicants for a planning permit have a responsibility to determine whether a CHMP is required or not and supply relevant information

APPLICATION FEES

Applications that have reached the SUBMITTED stage when lodged on Greenlight will be given a preamble (description) and permit triggers determined. This initial allocation stage will also determine the applicable application fee/s which will be set at this same

ADDITIONAL INFORMATION AS REQUIRED

All applications are assessed in their early stages by the allocated planner. If additional information is required, it will be formally requested after initial assessment and upon receipt of any referral responses