

CHECKLIST FOR PLANNING PERMIT APPLICATIONS

An incomplete planning permit application will not be accepted by Council.
Incomplete applications will be returned to the applicant.

The following information is required when lodging a planning permit application;

A COMPLETED APPLICATION FORM

- The correct address of the land including the street address and title details.
- An accurate description of your proposal.
- A brief description of the way the land is used now (ie: vacant, grazing, farmland, residence).
- An estimate of the cost of the development.
- The applicant's postal address, phone details, email address, signature and date.

A COPY OF THE TITLE

- Provide a full copy of the current certificate of title (no more than 60 days old), including any registered restrictive covenant/s or Section 173 agreements that may apply to the land.
- Include a copy of the Plan of Subdivision / Title Plan.

*A copy of title, covenants and plans can be purchased from Land Victoria
www.landata.vic.gov.au or see Councils website My Home/Planning/Planning Permits for more information*

PROVIDE A COPY OF A SITE PLAN

The site plan must be A4 or A3 in size and must show;

- Orientation of land (direction of north).
- A scale.
- Location of proposed and existing buildings on land and show setbacks (ie: metre distance from title boundaries).
- Topographic features on land, ie: dams, watercourses, native vegetation.
- Current or proposed driveway entry.
- Site plan with levels and a feature survey for subdivisions.

PROVIDE A COPY OF PLANS FOR PROPOSED BUILDING/S AND WORKS

Plans must be A4 or A3 in size and must show;

- Elevations (plans showing the external appearance of the building including height, dimensions and external materials and colour schedule).
- Floor plans with dimensions of the building.

ADDITIONAL INFORMATION AS REQUIRED

Any reports or statements to support your application;

- As required by the Golden Plains Planning Scheme, ie: Bushfire Management Statement / Land Capability Assessment etc.

APPLICATION FEE

Council will not process any fee payments until the application has been reviewed and is considered complete. A Council Officer will contact you for payment.