



# Minor subdivision, minor buildings and works, painting or tree lopping in a Heritage Overlay

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

- |                                                                                                                                                                                      |       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <input type="checkbox"/> Planning Officer:                                                                                                                                           | Date: |
| <input type="checkbox"/> Building surveyor:<br>Under building regulations, fences on corner allotments need to respond to safety in relation to vehicle sight lines and pedestrians. | Date: |

## INFORMATION REQUIREMENTS

### For all planning permit applications the following **MUST** be provided:

- |                                                                     |
|---------------------------------------------------------------------|
| <input type="checkbox"/> A completed application form               |
| <input type="checkbox"/> Signed declaration on the application form |
| <input type="checkbox"/> 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.

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Copy of title and any registered restrictive covenant.<br>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.                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> 3 copies of a plan drawn to scale and fully dimensioned showing:<br><input type="checkbox"/> The location, shape and size of the site.<br><input type="checkbox"/> The location of any existing buildings, including fences, and trees.<br><input type="checkbox"/> The location, height and design of the proposed building or works including details of proposed materials.<br><input type="checkbox"/> Any buildings to be demolished<br><input type="checkbox"/> An elevation of the proposed building.<br><input type="checkbox"/> The size and design of any proposed sign, including details of the supporting structure and any proposed illumination. |
| <input type="checkbox"/> A written description of the proposal including:<br><input type="checkbox"/> Any impacts on the significance of the heritage place.<br><input type="checkbox"/> How the proposal responds to any relevant local heritage policy set out in the scheme.<br><input type="checkbox"/> If lopping of a tree is proposed, the reason for the lopping, the extent of lopping and an arborist report.                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> The proposed colour schedule and nature of any materials and finishes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> A photograph of the area affected by the proposal including any building, outbuilding, fence, or tree which may be affected by the proposal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> A photograph of the subject site and adjoining properties along the street frontage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> If subdivision is proposed, the location, shape and size of the proposed lots to be created.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> If a sign is proposed:<br><input type="checkbox"/> The location, size and design of the proposed sign on the site or building.<br><input type="checkbox"/> The location and size of existing signage on the site including details of any signs to be retained or removed.                                                                                                                                                                                                                                                                                                                                                                                      |

**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.