

Checklists for VicSmart applications

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Department
of Transport
and Planning



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Checklist 1 – Realign a boundary between two lots

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

☐ Planning officer: _____ Date: _____

Information requirements

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.
- ☐ A layout plan drawn to scale and fully dimensioned showing:
 - ☐ The location, shape and size of the site.
 - ☐ The location of any existing buildings, car parking areas, driveways, storage areas, loading areas and private open space.
 - ☐ The location of any easements on the subject land.
 - ☐ The location of the approved stormwater discharge point.
 - ☐ The location and details of any significant vegetation.
 - ☐ The location of any street trees, poles, pits and other street furniture.
 - ☐ Existing and proposed vehicle access to the lots.
 - ☐ Any abutting roads.
 - ☐ The location of the existing and proposed common boundary between the lots and the proposed size and shape of the realigned lots.



Accompanying information

- ☐ Any proposed common property to be owned by a body corporate and the lots participating in the body corporate.
- ☐ If the land is in more than one ownership, the consent of the owners of the land.
- ☐ If common property is proposed, an explanation of why the common property is required.
- ☐ A written statement that describes:
 - ☐ The existing use of the land and its possible future development.
 - ☐ The reason for the realignment of the common boundary.
 - ☐ For land in an overlay, how the proposal responds to any statement of significance, objectives or requirements specified in the schedule to the overlay.
- ☐ If the land is in an area where reticulated sewerage is not provided, a plan which shows the location of any existing effluent disposal area for each lot or a land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the *Environment Protection Act 1970*.
- ☐ If the land is in a residential zone and the realignment of the common boundary will result in a vacant lot, information that shows that the vacant lot meets the requirements of Standard C8 of clause 56.

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.

Checklist 2 – Subdivide land into lots each containing an existing building or car parking space

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

☐ Planning officer: _____ Date: _____

Information requirements

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.
- ☐ A copy of the relevant planning permit and approved plans for the development.
- ☐ A copy of the occupancy permit or a certificate of final inspection for the development.
- ☐ A layout plan drawn to scale and fully dimensioned showing:
 - ☐ The location, shape and size of the site.
 - ☐ The location of any existing buildings, car parking areas and private open space.
 - ☐ The location of any easements on the subject land.
 - ☐ The location and details of any significant vegetation.
 - ☐ The location of the approved stormwater discharge point.
 - ☐ Any abutting roads.
 - ☐ The location of any street trees, poles, pits and other street furniture.
 - ☐ Existing and proposed vehicle access to the lots.



Accompanying information

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| ☐ Any loading bays and vehicle standing areas. |
| ☐ Any waste storage areas. |
| ☐ Any proposed common property to be owned by a body corporate and the lots participating in the body corporate. |
| ☐ If common property is proposed, an explanation of why the common property is required. |
| ☐ If the land is in an area where reticulated sewerage is not provided, a plan which shows the location of any existing effluent disposal area for each lot or a land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the <i>Environment Protection Act 1970</i> . |
| ☐ For land in an overlay, a written statement that describes how the proposal responds to any statement of significance, objectives or requirements specified in the schedule to the overlay. |

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.

Checklist 3 – Subdivide land with an approved development into two lots

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

☐ Planning officer: _____ Date: _____

Information requirements

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.
- ☐ A copy of the relevant planning permit and approved plans for the development.
- ☐ A layout plan drawn to scale and fully dimensioned showing:
 - ☐ The location, shape and size of the site.
 - ☐ The location of any existing buildings, car parking areas and private open space.
 - ☐ The location, shape and size of the proposed lots to be created.
 - ☐ The location of any easements on the subject land.
 - ☐ The location and details of any significant vegetation.
 - ☐ The location of the approved stormwater discharge point.
 - ☐ Any abutting roads.
 - ☐ The location of any street trees, poles, pits and other street furniture.
 - ☐ Existing and proposed vehicle access to the lots.



Accompanying information

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|---|
| ☐ Any loading bays and vehicle standing areas. |
| ☐ Any waste storage areas. |
| ☐ Any proposed common property to be owned by a body corporate and the lots participating in the body corporate. |
| ☐ Evidence that the construction has commenced (if relevant). |
| ☐ If common property is proposed, an explanation of why the common property is required. |
| ☐ If the land is in an area where reticulated sewerage is not provided, a plan which shows the location of any existing effluent disposal area for each lot or a land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the <i>Environment Protection Act 1970</i> . |
| ☐ For land in an overlay, a written statement that describes how the proposal responds to any statement of significance, objectives or requirements specified in the schedule to the overlay. |

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.

Checklist 4 – Construct a front fence in a residential zone

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:

- ☐ 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.
- ☐ A plan drawn to scale and fully dimensioned showing:
 - ☐ The location, shape and size of the site.
 - ☐ The location, length, height and design of the proposed fence including details of materials.
 - ☐ The location, height and design of any existing front fence on adjoining and nearby properties including details of materials.
- ☐ A photograph of the site and adjoining and nearby properties along the street frontage.
- ☐ The reason for the proposed height.

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.

Checklist 5 – Construct a building or works in a zone (other than a rural zone)

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

☐ Planning officer: _____ Date: _____

Information requirements

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.
- ☐ A description of the use of the land and the proposed buildings and works.
- ☐ A layout plan drawn to scale and fully dimensioned showing:
 - ☐ The boundaries and dimensions of the site.
 - ☐ Adjoining roads.
 - ☐ The location, height and use of buildings and works on adjoining land.
 - ☐ Relevant ground levels.
 - ☐ Any contaminated soils and filled areas, where known.
 - ☐ The layout of existing and proposed buildings and works.
 - ☐ All existing and proposed driveways, car parking, bicycle parking and loading areas.
 - ☐ Existing and proposed landscape areas.
 - ☐ All external storage and waste treatment areas.

Accompanying information

- ☐ The location of easements and services.
 - ☐ Elevation drawings to scale showing the height, colour and materials of all proposed buildings and works.
 - ☐ A photograph of the building or area affected by the proposal.
 - ☐ A written statement describing the proposal and if relevant:
 - ☐ The built form and character of adjoining and nearby buildings.
 - ☐ Heritage character of adjoining heritage places.
 - ☐ Ground floor street frontages, including visual impacts and pedestrian safety.
 - ☐ A written statement describing whether the proposed buildings and works meet:
 - ☐ The number of car parking spaces required under clause 52.06 - Car parking or in the schedule to the Parking Overlay under clause 45.09.
 - ☐ Any development requirement specified in the zone or the schedule to the zone.
 - ☐ Any relevant requirement in an approved development plan or incorporated plan for the land.
 - ☐ Any other information specified in the schedule to the zone.
 - ☐ For land in a residential zone, a written statement, plan or diagram showing how the proposal meets the requirements in the following standards of clause 54:
 - ☐ A2-3 Side and rear setbacks
 - ☐ A2-4 Walls on boundaries
 - ☐ A4-1 Daylight to existing windows
 - ☐ A4-2 Existing north-facing windows
 - ☐ A4-3 Overshadowing secluded open space
 - ☐ A4-4 Overlooking
 - ☐ A5-2 Overshadowing domestic solar energy systems
- If a schedule to the zone specifies a requirement of a standard different from a requirement set out in the clause 54 standard the schedule to the zone applies.

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.

Checklist 6 – Construct a building or works in an 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:

- ☐ 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.
- ☐ A plan drawn to scale and fully dimensioned showing:
 - ☐ The location, shape and size of the site.
 - ☐ The location, length, height and design of the proposed buildings and works including details of materials.
 - ☐ The location of any existing buildings, including fences and trees.
 - ☐ For land in a Neighbourhood Character Overlay, any buildings proposed to be demolished.
- ☐ For land in a Significant Landscape Overlay, a written description of the proposal including:
 - ☐ How the proposal responds to the landscape significance and objectives specified in a schedule to the overlay.

Accompanying information

- ☐ The impact of the proposed buildings and works on the significance of the landscape.
- ☐ For land in a Neighbourhood Character Overlay, a written description of the proposal including:
 - ☐ The built form and character of adjoining and nearby buildings.
 - ☐ How the proposal responds to the key features and objectives specified in the schedule to the overlay.
 - ☐ If demolition is proposed, the reason for the demolition.
 - ☐ How the proposal meets the requirements of clauses 54.02-1, 54.02-2, 54.02-3, 54.02-4, 54.02-5, 54.02-7, 54.03-1, 54.04-1, 54.04-2 and 54.05-1, including any clause 54 modification specified in the schedule to the overlay.
- ☐ For land in a Design and Development Overlay, a written description of the proposal including:
 - ☐ How the proposal responds to the design objectives specified in a schedule to the overlay.
 - ☐ How the proposal meets the requirements specified in a schedule to the overlay.
 - ☐ The built form and character of adjoining and nearby buildings.
- ☐ A photograph of the building or area affected by the proposal.
- ☐ For land in an Erosion Management Overlay, information showing:
 - ☐ The extent of any proposed earthworks.
 - ☐ The means proposed to stabilise disturbed areas.
- ☐ For an application under the Salinity Management Overlay, written advice including plan references and any conditions from the referral authority demonstrating that the referral 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.

Checklist 7 – Remove, destroy or lop one tree

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

☐ Planning officer: _____ Date: _____

Information requirements

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.
- ☐ If the tree to be removed, destroyed or lopped is identified as a significant tree in the schedule to the overlay, a report prepared by an arborist.
- ☐ A layout plan drawn to scale and fully dimensioned showing:
 - ☐ The location, shape, size and slope of the site.
 - ☐ The location of the tree to be removed destroyed or lopped.
 - ☐ The location and type of other significant vegetation on the site.
 - ☐ The location, species and height of any significant trees that have been removed or approved to be removed in the past 3 years.
- ☐ A written statement that describes:
 - ☐ The species, height and trunk girth of the tree to be removed destroyed or lopped.
 - ☐ The reason the tree is to be removed, destroyed or lopped.
 - ☐ If provision is to be made to replace the tree elsewhere on the land.



Accompanying information

- ☐ If the tree is to be lopped, the extent of lopping proposed.
- ☐ Any impacts on the significance of the area.
- ☐ A photograph of the tree to be removed, destroyed or lopped.

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.

Checklist 8 – 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?

☐ 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:

- ☐ 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.
- ☐ A plan drawn to scale and fully dimensioned showing:
 - ☐ The location, shape and size of the site.
 - ☐ The location of any existing buildings, including fences, and trees.
 - ☐ The location, height and design of the proposed building or works including details of proposed materials.
 - ☐ Any buildings to be demolished.
 - ☐ An elevation of the proposed building.
 - ☐ The size and design of any proposed sign, including details of the supporting structure and any proposed illumination.



Accompanying information

- ☐ The location, style, size, colour and materials of any proposed solar energy system (that is visible from the street frontage or any nearby public park), including details of the supporting structure.
- ☐ A written description of the proposal including:
 - ☐ Any impacts on the significance of the heritage place.
 - ☐ How the proposal responds to any relevant local heritage policy set out in the scheme.
 - ☐ If lopping of a tree is proposed, the reason for the lopping, the extent of lopping and an arborist report.
- ☐ The proposed colour schedule and nature of any materials and finishes.
- ☐ A photograph of the area affected by the proposal including any building, outbuilding, fence, or tree which may be affected by the proposal.
- ☐ A photograph of the subject site and adjoining properties along the street frontage.
- ☐ If subdivision is proposed, the location, shape and size of the proposed lots to be created.
- ☐ If a sign is proposed:
 - ☐ The location, size and design of the proposed sign on the site or building.
 - ☐ The location and size of existing signage on the site including details of any signs to be retained or removed.
- ☐ If a solar energy system is proposed that is visible from a street (other than a lane) or public park, measures proposed to minimise the visibility of the system and protect the structural integrity of heritage features.

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.

Checklist 9 – Minor subdivision or buildings and 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:

- ☐ 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.
- ☐ 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 AHD, showing floor levels of entry and exit areas and drainage details.



Accompanying information

- ☐ 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.

Checklist 10 – Display a sign in a commercial, industrial or special purpose zone

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

☐ Planning officer: _____ Date: _____

Information requirements

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.
- ☐ A site context report, using a site plan, photographs or other methods to accurately describe:
 - ☐ The location of the proposed sign on the site or building and distance from property boundaries.
 - ☐ The location and size of existing signage on the site including details of any signs to be retained or removed.
 - ☐ The location and form of existing signage on adjoining properties and in the locality.
 - ☐ The location of closest traffic control signs.
 - ☐ Identification of any view lines or vistas that could be affected by the proposed sign.
- ☐ The dimensions, height above ground level and extent of projection of the proposed sign.
- ☐ The height, width and depth of the total sign structure including the method of support and any associated structures such as safety devices and service platforms.



Accompanying information

- ☐ The colour, lettering style and materials of the proposed sign.
- ☐ The size of the proposed display (total advertising area including all sides of a multi-sided sign).

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.

Checklist 11 – Reduce a car parking requirement

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

☐ Planning officer: _____ Date: _____

Information requirements

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.
- ☐ A plan drawn to scale and fully dimensioned showing:
 - ☐ The boundaries and dimensions of the site.
 - ☐ The location of existing buildings.
 - ☐ All car parking spaces and access lanes.
 - ☐ Allocation of car parking spaces to different uses or tenancies, if applicable.
 - ☐ Landscaping and sensitive water design treatments.
- ☐ A written statement that describes:
 - ☐ The proposed use of the site, number of employees and patrons and hours of operation.
 - ☐ The previous use of the site.
 - ☐ The site and floor area to be occupied.



Accompanying information

- ☐ The number of car parking spaces required under clause 52.06-5 or in a schedule to the Parking Overlay.
- ☐ The total number of car parking spaces provided.
- ☐ The likely impact of a reduction in car parking on the amenity of the area and on the area's existing car parking.

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.

Checklist 12 – Two lot subdivision in a rural zone

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

☐ Planning officer: _____ Date: _____

Information requirements

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.
- ☐ A layout plan drawn to scale and fully dimensioned showing:
 - ☐ The location, shape and size of the site.
 - ☐ The location of any existing buildings, car parking areas and private open space.
 - ☐ The location, shape and size of the proposed lots to be created.
 - ☐ The location of any easements on the subject land.
 - ☐ The location and details of any significant vegetation, waterways and wetlands.
 - ☐ The location of the approved stormwater discharge point and effluent disposal areas.
 - ☐ Any abutting roads.
 - ☐ Existing and proposed vehicle access to the lots.

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.

Checklist 13 – Construct a building or works in a rural zone

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

☐ Planning officer: _____ Date: _____

Information requirements

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.
- ☐ A description of the use of the land and the proposed buildings and works.
- ☐ A layout plan drawn to scale and fully dimensioned showing:
 - ☐ The boundaries and dimensions of the site.
 - ☐ Adjoining roads.
 - ☐ The location and use of buildings and works on adjoining land.
 - ☐ Relevant ground levels.
 - ☐ The layout of existing and proposed buildings and works.
 - ☐ All existing and proposed driveways, car parking, bicycle parking and loading areas.
 - ☐ Existing and proposed landscape areas.
 - ☐ All external storage and waste treatment areas.
- ☐ Elevation drawings to scale showing the height, colour and materials of all proposed buildings and works.



Accompanying information

- ☐ A photograph of the building or area affected by 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.

Checklist 14 – One dwelling or small second dwelling on a lot in a residential zone

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

☐ Planning officer: _____ Date: _____

Information requirements

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.
- ☐ A site description drawn to scale and fully dimensioned.
The neighbourhood and site description may use a site plan, photographs or other techniques and must accurately describe:
 - ☐ The built form, scale and character of the surrounding development including front fencing.
 - ☐ Site shape, size, orientation and easements.
 - ☐ Levels of the site and the difference in levels between the site and surrounding properties.
 - ☐ The location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site.
 - ☐ The use of surrounding buildings.
 - ☐ The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres.

Accompanying information

- ☐ Solar access to the site and to surrounding properties.
- ☐ Location of existing trees 5 metres in height or greater, with a trunk circumference of 0.5 metres or greater at 1.4 metres above ground level, on the site.
- ☐ Any cut and filled areas of soil, where known.
- ☐ Street frontage features such as poles, services, street trees and kerb crossovers.
- ☐ The location of any existing domestic solar energy system on the roof of a dwelling, apartment development or residential building on surrounding properties.

If in the opinion of the responsible authority a requirement of the site description is not relevant to the evaluation of an application, the responsible authority may waive or reduce the requirement.

- ☐ A design response.
The design response must explain how the proposed design derives from and responds to the site description.
The design response must include correctly proportioned street elevations or photographs showing the development in the context of adjacent buildings.
The design response must include a landscape plan that details the proposed:

- ☐ Retention and planting of canopy trees.
- ☐ Planting of other vegetation including location, species, number and size at maturity of vegetation.
- ☐ Where required, areas of deep soil and root barriers.
- ☐ Irrigation system to support existing and planted vegetation including details of any alternative water supply sources.
- ☐ Selection of vegetation that responds to the site's environment and geographic factors.

If in the opinion of the responsible authority a design response requirement is not relevant to the evaluation of an application, the responsible authority may waive or reduce the requirement.

- ☐ A written statement outlining which standards are met and which are not met.
If a standard is not met, the written statement must include an explanation of how the development meets the corresponding objective having regard to the corresponding decision guidelines.

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.

Checklist 15 – Two dwellings on a lot in a residential zone

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

☐ Planning officer: _____ Date: _____

Information requirements

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.
- ☐ A site description drawn to scale and fully dimensioned.
The neighbourhood and site description may use a site plan, photographs or other techniques and must accurately describe:
 - ☐ The built form, scale and character of the surrounding development including front fencing.
 - ☐ Site shape, size, orientation and easements.
 - ☐ Levels of the site and the difference in levels between the site and surrounding properties.
 - ☐ The location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site.
 - ☐ The use of surrounding buildings.
 - ☐ The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres.
 - ☐ Solar access to the site and to surrounding properties.

Accompanying information

- ☐ Location of existing trees 5 metres in height or greater, with a trunk circumference of 0.5 metres or greater at 1.4 metres above ground level, on the site.
- ☐ Any cut and filled areas of soil, where known.
- ☐ Street frontage features such as poles, services, street trees and kerb crossovers.
- ☐ The location of any existing domestic solar energy system on the roof of a dwelling, apartment development or residential building on surrounding properties.

If in the opinion of the responsible authority a requirement of the site description is not relevant to the evaluation of an application, the responsible authority may waive or reduce the requirement.

- ☐ A design response.

The design response must explain how the proposed design derives from and responds to the site description.

The design response must include correctly proportioned street elevations or photographs showing the development in the context of adjacent buildings.

The design response must include a landscape plan that details the proposed:

- ☐ Retention and planting of canopy trees.
- ☐ Planting of other vegetation including location, species, number and size at maturity of vegetation.
- ☐ Where required, areas of deep soil and root barriers.
- ☐ Irrigation system to support existing and planted vegetation including details of any alternative water supply sources.
- ☐ A plan showing the location of site services, clothes drying and storage.

If in the opinion of the responsible authority a design response requirement is not relevant to the evaluation of an application, the responsible authority may waive or reduce the requirement.

- ☐ A written statement outlining which standards are met and which are not met.

If a standard is not met, the written statement must include an explanation of how the development meets the corresponding objective having regard to the corresponding decision guidelines.

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.

Checklist 16 – Two lot residential subdivision

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

☐ Planning officer: _____ Date: _____

Information requirements

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.
- ☐ A site and context description drawn to scale and fully dimensioned.
The site and context description may use a site plan, photographs or other techniques and must accurately describe:
 - ☐ Site shape, size, dimensions and orientation.
 - ☐ Levels and contours of the site.
 - ☐ Location and details of trees and other significant vegetation.
 - ☐ Location and use of existing buildings on the site.
 - ☐ Location and dimensions of easements on the site.
 - ☐ Location of vehicle and pedestrian access, car parking, storage areas (including waste bin storage) and private open space on the site.
 - ☐ Soil conditions of the site, including any land affected by contamination, erosion, salinity, acid sulphate soils or fill.

Accompanying information

- ☐ Location of adjacent roads and street frontage features such as poles, infrastructure pits, street trees and kerb crossovers.
- ☐ Location of drainage and other utilities.
- ☐ Noise and odour sources or other external influences.
- ☐ Adjacent uses.
- ☐ Any other factor affecting the capacity to develop the site including whether the site is affected by inundation.
- ☐ A design response.
The design response must explain how the proposed design:
 - ☐ Derives from and responds to the site and context description.
 - ☐ Meets the following objectives of clause 56:
 - ☐ Clause 56.04-2 Lot area and building envelopes objective.
 - ☐ Clause 56.04-5 Common area objective.
 - ☐ Clause 56.06-8 Lot access objective.
 - ☐ Clause 56.07-4 Stormwater management objective.
- ☐ A plan drawn to scale and fully dimensioned showing:
 - ☐ The layout of the subdivision in context with the surrounding area, including the boundaries, dimensions and areas of the proposed lots.
 - ☐ Proposed common property, easements and vehicle and pedestrian access.
 - ☐ If a proposed lot contains an existing dwelling proposed to be retained, the location and dimensions of the private open space, vehicle access and car parking for that dwelling.

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.



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