**RFI frequent application checklist**

Does this application require a Request for Information?



# About this document

A request for information (RFI) is sent when required information is missing from a planning application.

The purpose of this document is to assist planners in identifying the information required for five common application types and assess whether RFIs are needed efficiently, accurately and consistently.

This document assumes that the application includes a completed form, plans, title and paid fee, etc.

# Assessing applications for RFIs

The checklist outlines, at a high level, the information that will be required for our five most common application types:

1. Single Dwelling / Commercial Applications in a HO
2. Change of use application
3. Townhouse, Unit or multi-dwellings (excluding apartments)
4. Apartment applications
5. Mixed use development application

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| **Implementation notes (delete after updating document)**   * Identify frequently lodged applications in your municipality and develop document accordingly |

In each case the planner (working with internal departments and external referral authorities as required) needs to determine:

1. Has the information been provided?
2. Has it been provided to the required level of accuracy and completeness?
3. Does the information provided raise any concerns with the proposal?

A key for navigating the checklist is below.

|  |  |
| --- | --- |
| ☐ | Required for application type |
| ☐ | Sometimes required for application type |

The RFI checklists are generic lists of information generally required for each application type. They do not reflect specific application requirements that may be found in overlays and VPPs. This document should be read in conjunction with the relevant planning scheme provisions.

## Single dwelling / commercial applications in a heritage overlay

**Plans (all)**

|  |  |
| --- | --- |
| ☐ | Demolition floor plans and elevations (inc. photo evidence) |
| ☐ | Sightline diagrams (if relevant) |
| ☐ | Proposed floor plans and elevations |
| ☐ | Materials schedule |
| ☐ | Shadow diagrams with area calculations (if additional built form proposed adjoining residential zone) |

Landscape plan

|  |  |
| --- | --- |
| ☐ | Landscape plan (if relevant) |

Reports

|  |  |
| --- | --- |
| ☐ | Heritage impact assessment |
| ☐ | Planning report |

Site survey

|  |  |
| --- | --- |
| ☐ | Site survey |

\*Include additional information included in multi-dwelling, apartment, and/or mixed-use development lists if relevant.

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| **Implementation notes (delete after updating document)**   * Amend to reflect specific application requirements in Council local policies |

## Change of use application

Plans (all)

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| --- | --- |
| ☐ | Site/floor plan showing subject site and floor area |
| ☐ | Red line plan (liquor licence only) |

Reports

|  |  |
| --- | --- |
| ☐ | Planning report (including operational details) |
| ☐ | Traffic impact assessment |
| ☐ | Cumulative impact assessment (liquor licence only) |
| ☐ | Acoustic report (if applicable) |
| ☐ | Waste management plan (if applicable) |

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## Townhouse, unit, and multi-dwellings (exc apartments)

Plans (all)

|  |  |
| --- | --- |
| ☐ | Neighbourhood site description and design response |
| ☐ | Site plan |
| ☐ | Floor plans and elevations |
| ☐ | Garden area plan |
| ☐ | Streetscape elevations |
| ☐ | Front Fence elevations |
| ☐ | Sections (overlooking, building height, basement projection) |
| ☐ | Materials schedule |
| ☐ | Shadow diagrams with area calculations |

**Landscape plan**

|  |  |
| --- | --- |
| ☐ | Landscape plan |

Reports

|  |  |
| --- | --- |
| ☐ | Planning report (including rescode assessment) |
| ☐ | Arborist report |
| ☐ | Traffic impact assessment |
| ☐ | ESD/WSUD report |

**Site survey**

|  |  |
| --- | --- |
| ☐ | Site survey |

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## Apartment application (5 storeys and under)

Plans (all)

|  |  |
| --- | --- |
| ☐ | Neighbourhood and site description and design response |
| ☐ | Existing conditions site plan (including location of solar panels) |
| ☐ | Floor plans and elevations |
| ☐ | Clause 55.07 apartment layout plans |
| ☐ | Sections |
| ☐ | Streetscape elevations |
| ☐ | Garden area plan (if in NRZ and GRZ) |
| ☐ | 3D renders |
| ☐ | Schedule of materials |
| ☐ | SPOS shadow diagrams with area calculations |

Landscape plan

|  |  |
| --- | --- |
| ☐ | Landscape plan |
| ☐ | Canopy cover and deep soil requirements |

Reports

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| --- | --- |
| ☐ | Planning report |
| ☐ | Rescode assessment (including Clause 55.07) |
| ☐ | Traffic report (inc ramp gradients, swept paths, height clearances) |
| ☐ | ESD/WSUD report |
| ☐ | Waste management plan |
| ☐ | Arborist report |
| ☐ | Acoustic report (if in noise influence area) |

Site survey

|  |  |
| --- | --- |
| ☐ | Site survey |

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## Mixed use development application

**Plans (all)**

|  |  |
| --- | --- |
| ☐ | Urban context report/plan |
| ☐ | Site plan |
| ☐ | Floor plans |
| ☐ | Roof plan |
| ☐ | Elevations |
| ☐ | Sections |
| ☐ | Area schedule |
| ☐ | Clause 55.07 / Clause 58 apartment layout plans |
| ☐ | Clause 55.07 / Clause 58 assessment schedule |
| ☐ | Shadow diagrams for communal gardens/open space plans |
| ☐ | Materials schedule |
| ☐ | Communal open space shadow diagrams |
| ☐ | Public realm shadow diagrams |
| ☐ | 3D renders |

**Landscape plan**

|  |  |
| --- | --- |
| ☐ | Landscape plan |
| ☐ | Communal open space areas, canopy cover and deep soil requirements, tree types |

**Reports**

|  |  |
| --- | --- |
| ☐ | Planning report (including Clause 55.07 / Clause 58 assessment) |
| ☐ | Traffic report (including ramp gradients, swept paths, height clearances) |
| ☐ | ESD/WSUD report |
| ☐ | Daylight assessment (may be included in ESD report) |
| ☐ | Waste management plan |
| ☐ | Acoustic report (if applicable) |
| ☐ | Arborist report (if any trees are impacted) |
| ☐ | Cumulative impact assessment (if applicable) |
| ☐ | Wind assessment (if applicable or Clause 58 applies) |

**Site survey**

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| --- | --- |
| ☐ | Site survey |

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| **Implementation notes (delete after updating document)**   * Amend to reflect specific application requirements in Council local policies |