DFP Preliminary

Application Requirements

Significant Economic Development

An application lodged with the Development Facilitation Program (DFP) under Clause 53.22 Significant Economic Development, or a request to amend a planning scheme for a significant economic development, must include the following information as relevant to the proposal.



| Issue/Application Requirement  | Documentation (as relevant) |
| --- | --- |
| 1. **DFP request**
* Provide detailed outline of the project
* Provide assessment against DFP eligibility criteria
* Identify proposed planning pathway and statutory tools
* For PSA / Section 96A requests:
* Outline reasons for Ministerial intervention (if PSA/s96A being requested)
* Provide draft versions of proposed planning scheme amendment documents
 | * Cover letter
* Planning report
* PSA / Section 96A requests only:
* Draft planning scheme amendment documents (explanatory report, VPP schedules, etc.)
 |
| 1. **Quantity surveyor report** [mandatory requirement]
* All DFP applications must include a quantity surveyor report prepared by a suitably qualified person specifying the estimated cost of the development. For a development that includes more than one use, the report should specify the estimated cost of development for each use.

*Planning scheme amendments to facilitate regional housing or Category 2, Clause 53.22 and Clause 53.23 planning permit applications may be exempt from requiring a quantity surveyor report. DTP officers will provide advice during the DFP pre-application enquiry process.*  | * Quantity surveyor report
 |
| 1. **Financial risk analysis** [mandatory requirement]
* All DFP applications must include written advice of the Chief Executive Officer, Invest Victoria confirming the likely financial feasibility and investment certainty of the proposal.

*Planning scheme amendments to facilitate regional housing or Category 2, Clause 53.22 and Clause 53.23 planning permit applications may be exempt from requiring written advice from the CEO, Invest Vic prior to lodgement. DTP officers will provide advice during the DFP pre-application enquiry process.*  | * Written advice of the Chief Executive Officer, Invest Victoria
 |
| 1. **Site details**
* Provide details of all parcels, including any encumbrances, covenants, and agreements.
 | * Certificates of title
 |
| 1. **Aboriginal cultural heritage sensitivity** [if relevant]
* Address any identified or potential Aboriginal cultural heritage sensitivity.
 | * Cultural Heritage Management Plan (if relevant/necessary)
* Preliminary Aboriginal Heritage Test (PAHT) (if relevant/necessary)
 |
| 1. **Project history**
* Provide relevant background information to the project, including (but not limited to):
* Evidence/summary of engagement with all key authorities/stakeholders
* If application has been lodged with council, provide a complete history of application, including application, RFIs, referral comments, public submissions, and any other details from council.
* If public engagement has occurred, provide details of engagement methods, individuals/groups involved, how this has informed proposal, etc.
* Any other relevant information
 | * Planning report
* Consent/written advice from council and authorities
 |
| 1. **Planning assessment**
* Address all relevant planning scheme requirements (VPPs), strategic documents and plans, policies, guidelines, ministerial directions and practice notes.
 | * Planning report
 |
| 1. **Built form and design**
* Identify existing site conditions and context, including built form, vehicle access, infrastructure, services, landscape character, significant trees, native vegetation or natural features, etc.
* Explain and illustrate proposed site layout, massing, land uses, connectivity, heritage, built form character, and design principles.
* Demonstrate how the proposed built form (layout, height, bulk, scale, separation, setbacks, interface and articulation) addresses and responds to the context, site characteristics and planning controls.
* Demonstrate how the building design will deliver a high-quality development, including consideration of façade design, articulation, materials, finishes, colours, reflectivity, any signage and integration of services.
* Provide a visual analysis of the development from key surrounding viewpoints. This may include photomontages or perspectives showing the proposed development and any proposed landscaping.
* Identify how the proposal responds to the [Urban Design Guidelines for Victoria](https://www.planning.vic.gov.au/guides-and-resources/guides/urban-design-guidelines-for-victoria) (as relevant).
 | * Site survey
* Urban context report and design response
* Architectural drawings
 |
| 1. **Urban design and architecture review** [strongly encouraged]
* Applicants may be encouraged to engage with the Office of the Victorian Government Architect prior to lodgement. DTP officers will advise you of the likelihood of this process being required for your application during the DFP pre-application enquiry process.
 | * Victorian Design Review Panel Report
 |
| 1. **Construction, operation and staging** [if relevant]
* If staging is proposed, provide details of how construction and operation would be managed and any impacts mitigated.
 | * Staging plan
 |
| 1. **Heritage response** [if relevant]
* Provide detailed information regarding the proposed buildings and works or subdivision in relation to the heritage place, including (as relevant):
* Design response illustrating how the proposed location, bulk, form or appearance responds and respects the character and appearance of the heritage place
* Design response illustrating how the proposed subdivision responds to and respects the character and appearance of the heritage place buildings and works/subdivision in response to heritage place
* Extent of proposed demolition
* Additions or alterations to heritage buildings, including materials and finishes
* Plans, elevations, and view lines demonstrating relationship of new buildings and works to heritage place
* Structural assessment of any excavation work
* A heritage impact assessment assessing the proposed use and/or development in relation to the relevant heritage policies and provisions.
 | * Urban context response and design response
* Architectural drawings
* Heritage impact assessment
 |
| 1. **Public space design** [if relevant]
* Demonstrate how the development maximises the amount, access to and quality of public spaces (including open space, public facilities and streets/plazas within and surrounding the site), reflecting the Design Guidelines for Victoria, any relevant local design guidelines, and advice from the local council and relevant stakeholders.
* Demonstrate how the development:
* ensures that public space is welcoming, attractive and accessible for all.
* maximises permeability and connectivity.
* maximises the amenity of public spaces in line with their intended use such as through adequate facilities, solar access, shade and wind protection.
* maximises street activation.
* minimises potential vehicle, bicycle and pedestrian conflicts.
* Demonstrate how the proposal will be accessible in accordance with the Disability Discrimination Act 1992 and relevant sections of the Building Code of Australia 2009.
* Demonstrate how Crime Prevention through Environmental Design (CPTED) principles will be integrated into the development.
* Identify ongoing ownership arrangements and maintenance requirements.
* If land or structures are proposed to be vested to government:
* provide evidence of any preliminary discussions or agreements
* outline the proposed land vesting process
 | * As relevant:
* Public realm plan
* DDA accessibility assessment (can be integrated in public realm plan)
* CPTED assessment (can be integrated in public realm plan)
* Proposed land ownership diagram plan
* Draft agreements / land vesting process
 |
| 1. **Trees and landscaping**
* Explain and illustrate how the landscape design responds to the existing and/or preferred landscape context.
* Provide detailed information regarding the proposed landscape design including:
* the number and location of trees/vegetation to be removed and retained, and how opportunities to retain significant trees have been explored and/or informed the plan
* details the proposed site planting, including location, number and species of plantings, heights of trees at maturity and proposed canopy coverage (as a percentage of the site area).
 | * Landscape concept plan
* Clause 58 response
* Arborist report
* Native Vegetation Removal Report/Avoid & Minimise Statement
 |
| 1. **Traffic**
* Provide a transport and accessibility impact assessment, which includes:
* details of all traffic types and volumes likely to be generated by the proposal including a description of key access routes
* an assessment of the predicted impacts of this traffic on road safety and the capacity of the road network, including consideration of cumulative traffic impacts on existing performance levels of nearby intersections (using industry standard modelling)
* details and plans of any proposed internal road network, waste management servicing, on-site parking provisions, in accordance with the relevant planning scheme requirements and Australian Standards
* details of road upgrades, infrastructure works, or new roads or access.
 | * Traffic impact assessment
 |
| 1. **Environmentally sustainable design**
* Identify how ESD principles are incorporated in the design and ongoing operation of the proposal.
* Demonstrate how the development will meet or exceed the relevant industry recognised building sustainability and environmental performance standards.
* Demonstrate how the proposal minimises (as relevant):
* greenhouse gas emissions
* energy consumption
* water
* material resources
* car dependency
* waste
* urban heat
* Demonstrate how the proposal achieves healthy indoor environment quality, including thermal comfort and access to fresh air and daylight, prioritising passive design over mechanical heating, ventilation, cooling and lighting.
 | * Environmentally sustainable design report containing assessment against relevant tool
 |
| 1. **Waste management**
* Identify, quantify, and classify the likely waste streams to be generated during operation.
* Provide the measures to be implemented to manage, reuse, recycle and safely dispose of this waste.
* Identify appropriate servicing arrangements for the site.
 | * Waste management plan
 |
| 1. **External amenity impacts** [if relevant]
* Identify potential offsite amenity to adjoining properties and the public realm, and demonstrate how these impacts can be avoided, managed, or mitigated to an acceptable degree. Potential amenity considerations include (but are not limited to):
* Visual impacts
* Noise impacts
* Glint and glare
* Wind
* Solar access
1. Provide overshadowing diagrams demonstrating the impacts of the proposal to surrounding properties and public spaces at hourly intervals between 9am and 3pm on September 22 **OR** the assessment hours identified in the relevant planning scheme provision.
 | * Visual impact assessment / visual analysis
* Acoustic report
* Reflectivity report
* Wind impact assessment
* Shadow diagrams
 |
| 1. **Economic benefits** [if relevant]
* Outline capital investment value of the project, economic impacts and benefits.
* Detail the number of new or safeguarded jobs that would be created during the construction and operational phases of the development.
* Identify economic benefits resulting from the proposal.
 | * Economic benefit assessment
* Employment growth assessment
 |
| 1. **Development contributions** [if relevant]
* Address the requirements of any relevant contribution plan
* Identify details of any proposed contributions, including agreements, dedication of land and/or works-in-kind, further material public benefit, etc.
 | * Planning report
* Development contributions report
 |
| 1. **Infrastructure requirements and utilities** [if relevant]
* In consultation with relevant service providers:
* Assess the impacts of the development on existing utility infrastructure and service provider assets surrounding the site
* Identify any infrastructure required on-site and off-site to facilitate the development and any arrangements to ensure that the upgrades will be implemented on time and be maintained
* Provide an infrastructure delivery and staging plan, including a description of how infrastructure requirements would be co-ordinated, funded and delivered to facilitate the development, as necessary.
 | * Servicing report
* Infrastructure delivery, management and staging plan
* Integrated water management plan
* Surface water management plan
* Shared infrastructure plan agreement
 |
| 1. **Biodiversity** [if relevant]
* Assess any biodiversity impacts associated with the development in accordance with the Victoria Planning Provisions (Clause 52.17*), Flora and Fauna Guarantee Act 1988*, *Environment Protection and Biodiversity Act 1999* and the *Guidelines for the removal, destruction or lopping of native vegetation – DELWP 2017*.
* Identify if there is any lighting proposed as part of the construction or ongoing operation of the facility, and the potential impacts to native wildlife.
 | * Biodiversity / flora and fauna / ecological assessment report
* Arborist report
* Native vegetation removal plan
 |
| 1. **Coastal and environmentally sensitive locations** [if relevant]
* Identify if there is any risk of contamination or disruption resulting from the proposal to the adjoining water body, and how this will be addressed or mitigated.
* Identify if there are any potential impacts to marine wildlife and/or environments, and how this will be addressed or mitigated.
 | * Planning report
* Biodiversity / flora and fauna / ecological assessment report
 |
| 1. **Bushfire risk** [if relevant]
* Provide a bushfire hazard identification and assessment that details proposed bush fire protection measures and demonstrates compliance with State policy requirements at Clause 13.02-1S (Bushfire planning).
 | * Bushfire hazard identification and assessment
* Bushfire management strategy
 |
| 1. **Site contamination and remediation** [if relevant]
* Investigate potential site contaminants and identify how impacts can be avoided, managed or mitigated to an acceptable degree.
* Identify if other (non-planning) statutory approvals are required to facilitate proposed use/development.
 | * Preliminary site investigation
* Preliminary risk screen assessment (PRSA)
* Detailed environmental site assessment / contaminated land assessment, including response to Ministerial Direction No. 1 - Potentially Contaminated Land and Planning Practice Note 30 (PPN30)
* Surface or groundwater impact assessment
* Evidence of other statutory approvals OR advice regarding appropriate approval pathway and timing.
 |
| 1. **Ground and water conditions** [if relevant]
* Assess potential impacts on soil resources and related infrastructure and riparian lands on and near the site, including soil erosion, salinity and acid sulfate soils.
* Assess potential impacts on surface water resources (quality and quantity) including related infrastructure, hydrology, dependent ecosystems, drainage lines, downstream assets, watercourses, and groundwater resources
 | * Geotechnical Assessment
* Surface and groundwater impact assessment
 |
| 1. **Water management and flooding risk** [if relevant]
* Provide an integrated water management plan or surface water management plan prepared in consultation with the local council and any other relevant drainage or water authority that outlines infrastructure requirements and drainage design
* If flood risk has been identified for the site:
* Assess the impacts of the development, including any changes to flood risk on-site or off-site, and detail design solutions and operational procedures to mitigate flood risk where required.
* Provide details of engagement with the relevant water authority.
 | * Integrated Water Management Plan
* Surface/Ground Water Management
* Flood report addressing modelling and mitigation strategies
 |
| 1. **Hazards and risks** [if relevant]
* Provide a preliminary risk screening where there are dangerous goods and hazardous materials associated with the development.
* If the development is adjacent to or on land in a pipeline corridor, report on consultation outcomes with the operator of the pipeline and prepare a hazard analysis.
 | * Preliminary hazard analysis
* Hazardous waste disposal plan
 |
| 1. **Backup power system** [if relevant]
* Provide a detailed overview of any proposed back-up power system, including the scale and capacity of the system, and any associated testing procedures (frequency and duration).
* Provide a detailed justification for the proposed back-up power system, including alternatives considered.
 | * Planning report
 |
| 1. **Noise and vibration management** [if relevant]
* Provide a noise and vibration assessment prepared in accordance with the relevant EPA guidelines and Australian/International Standards. The assessment must detail construction and operational noise and vibration impacts (including testing of any back-up power system) on nearby sensitive receivers and structures, and outline the proposed mitigation, management and monitoring measures that would be implemented.
* Identify if other (non-planning) statutory approvals are required to facilitate proposed use/development.
 | * Noise and Vibration Impact Assessment
 |
| 1. **Air quality management** [if relevant]
* Identify if there is potential for the project to generate dust and /or air emissions during early works and the construction phase and how this will be addressed or mitigated. Your response should have regard to Guideline for Assessing and minimising Air Pollution in Victoria (EPA Publication 1961) and Guideline for minimising greenhouse gases (EPA Publication 2048) as relevant.
* Identify if other (non-planning) statutory approvals are required to facilitate proposed use/development.
 | * Air Quality Impact Assessment
 |
| 1. **Operations management** [if relevant]
* If use is proposed, provide details of the following (as relevant):
* Proposed hours / days of operation
* Number of staff
* Number of students / patients / visitors / customers / patrons
 | * Planning report
* Operational management report
 |
| 1. **Major events management** [if relevant]
* Identify potential offsite amenity or heath/safety impacts on existing sensitive receivers (particularly dwellings), and demonstrate how these impacts can be avoided, managed or mitigated to an acceptable degree.
* Identify management techniques to protect the health and safety of future visitors to the site, including security, traffic, noise, health and safety, drugs and alcohol etc.
* Details of the event site layout, including title boundaries, the event area, plans of any permanent and temporary buildings and works, earthworks, access, lighting, security and traffic locations, evacuation points or areas, location of temporary structures, toilet and water locations, noise sensitive areas, signage etc.
 | * Event management plan
* Risk and emergency management plan
* Site layout plans
 |
| 1. **Liquor licence** [if relevant]
* Provide information regarding proposed licenced premises, including trading area, licence category, trading hours, patron numbers.
* Provide information regarding surrounding land uses, including sensitive receivers, existing licenced premises, and identify how potential offsite impacts will be managed.
 | * Cumulative impact assessment
* Red line plan
* Licenced premises management plan
 |
| 1. **Other statutory approvals** [if relevant]
* Provide confirmation of all anticipated approvals required, identify which elements of the proposal require approval under other legislation, and indicative timeframes to achieve these approvals to demonstrate the project’s shovel readiness.
* Other legislative approvals include (but are not limited to):
* *Commonwealth Native Title Act 1993*
* *Catchment & Land Protection Act 1994*
* *Conservation, Forests and Lands Act 1987*
* *Environmental Protection Act 2017*
* *Environmental Effects Act 1978*
* *Environmental Protection & Biodiversity Conversation Act 1999*
* *Flora and Fauna Guarantee Act 1988*
* *Heritage Act 2017*
* *Heritage (Underwater Cultural Heritage) Regulations 2017*
* *Land Act 1958*
* *Marine & Coastal Consent Act 2018*
* *Mineral Resources (Sustainable Development) Act 1990*
* *National Parks Act 1975*
* *Underwater Cultural Heritage Act (2018)*
* *Wildlife Act 1975*
 | * Planning report
* Cover letter
* Evidence
 |