

ESSENTIAL INFORMATION FOR ALL APPLICATIONS

The Town is seeking to improve the effectiveness and efficiency of its Planning Approvals Process. It has found that a major contributing factor to delays in assessing planning applications is that the application is incomplete when originally lodged.

To make this process as simple and user-friendly as possible, we ask that you read the following information and complete the checklist to ensure ALL requirements have been met before the application is lodged.

Please Note: Incomplete applications will not be accepted and will be returned to the applicant until such a time as all the details are provided.

OFFICER	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	i) Application for Development Approval Form <u>AND</u> MRS Form 1 completed and signed by ALL owners of the land
<input type="checkbox"/>	<input type="checkbox"/>	ii) Planning Application Fee (refer to Schedule of Planning fees and charges)
<input type="checkbox"/>	<input type="checkbox"/>	iii) Certificate of Title <u>AND</u> Lot Diagram of Survey showing all boundaries, easements covenants on the land (issued within the last 6 months)
<input type="checkbox"/>	<input type="checkbox"/>	iv) Cover Letter – describing the proposed development and any justification for variations to the relevant planning regulations

1. PROPOSED DEVELOPMENTS

All development applications require the following information to be submitted.

OFFICER	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	1.1. Three (3) sets of plans total – three (3) sets to scale of 1:100 or 1:200; and at least one (1) scaled set at A3. A 'set' of plans consists of proposed and existing (on separate sheets) of the following:
<input type="checkbox"/>	<input type="checkbox"/>	a) Site plan (all relevant dimensions) <ul style="list-style-type: none"> • Street and lot number and street/road name • North Point • Existing and proposed buildings • Existing and proposed uses • Existing/natural ground level and proposed ground and finish floor levels (relative to nominated datum point or AHD) • All property boundaries and lot dimensions • Setbacks to all boundaries • Details and Location of any fencing • Location, layout and dimension of any car parking areas • Outline of all existing buildings/structures on adjoining properties, including major opening and outdoor living areas. • Street verge including – street verge trees, power poles, drainage pits, manholes, crossover, footpaths and any other obstructions. As well as any proposed changes to these things. • Location of any easements
<input type="checkbox"/>	<input type="checkbox"/>	b) Elevation plans (showing all relevant dimensions) <ul style="list-style-type: none"> • All applicable elevations are to be submitted with description /heading (i.e direction) of each elevation • Existing/natural and proposed ground and finish floor levels (relative to nominated datum point or AHD) • Existing and or proposed external fixtures (including but not limited to TV and radio antennae, satellite dishes, plumbing vents and pipes, solar panels, air conditioners and hot water systems) • Overall height dimensions to be shown from existing/natural ground level to ridge • Wall height dimensions to be shown from existing/natural ground level to where the wall intersects with the roof eg. Plate height.
<input type="checkbox"/>	<input type="checkbox"/>	c) Floor plan (showing all relevant dimensions) <ul style="list-style-type: none"> • A plan of every storey with floor levels (RL or AHD) • Internal Layout showing doors / windows etc and room names • Roof/eaves lines • Total floor area in square metres • Lot boundary and setbacks to all boundaries on all sides

2. RESIDENTIAL DEVELOPMENTS

Development concerned with residential land, including new buildings and alterations and additions.

OFFICER	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	2.1. All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	2.2. Streetscape Perspective – plan showing proposed building/development and the two adjoining buildings either side of the development site. If the development site is a corner lot then the perspective should include the lot on the opposite street corner (same side of the road).
<input type="checkbox"/>	<input type="checkbox"/>	2.3. Materials and Finishes – Information outlining the proposed materials and finishes, as well as the location of any proposed external fixtures (including but not limited to TV and radio antennae, satellite dishes, plumbing vents and pipes, solar panels, air conditioners and hot water systems)
<input type="checkbox"/>	<input type="checkbox"/>	2.4. Overshadow Diagram – diagram showing extent of overshadowing on adjoining properties, expressed in percentages and square metres.
<input type="checkbox"/>	<input type="checkbox"/>	2.5. Open Space Calculations – expressed in percentages and square metres

3. COMMERCIAL/MIXED USE DEVELOPMENTS

Development concerned with commercial or mixed use land, including multiple dwelling and mixed use development applications and Development Assessment Panel applications.

OFFICER	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	3.1. All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	3.2. Streetscape Perspective – plan showing proposed building/development and the two adjoining buildings either side of the development site. If the development site is a corner lot then the perspective should include the lot on the opposite street corner (same side of the road).
<input type="checkbox"/>	<input type="checkbox"/>	3.3. Land use detail (for commercial development) - Information outlining the type of land uses proposed within the development, hours of operation, number of employees, signage detail, etc.
<input type="checkbox"/>	<input type="checkbox"/>	3.4. Car Parking and Bicycle Parking - number of car and bicycle bays proposed, number of car and bicycle bays required and location of car parking, bicycle parking and any end-of-trip facilities.
<input type="checkbox"/>	<input type="checkbox"/>	3.5. Landscaping Plan - areas to be landscaped, percentage of area to be landscaped and type of landscaping proposed.
<input type="checkbox"/>	<input type="checkbox"/>	3.6. Traffic Impact Statement/ Assessment (as required by the Town)
<input type="checkbox"/>	<input type="checkbox"/>	3.7. Materials and Finishes – Information outlining the proposed materials and finishes, as well as the location of any proposed external fixtures (eg. Air conditioning units, hot water systems, solar panels, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	3.8. Plot Ratio Calculation

4. CHANGE OF USE OR HOME OCCUPATION APPLICATION

OFFICER	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	4.1. All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	4.2. Use or Business Information – a document outlining the following details of the business: <ul style="list-style-type: none"> • management plan; • description of proposed business; • hours of operation; • floor area per use/s; • number of employees; • onsite parking provision; • toilet facilities; • internal fit out details; • structural changes; • signage details; • shop-front treatments; • deliveries/visitation rate per week/day; and • all other relevant information

5. SIGNAGE APPLICATION

OFFICER	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	5.1. All relevant information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	5.2. Signage Details – photos and drawings of current and proposed signage, dimensions, colours, illumination nature/hours

6. DEMOLITION/PARTIAL DEMOLITION

OFFICER	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	6.1. Floor Plan and Site Plan - For proposals including partial demolition clearly show areas to be demolished on site plan
<input type="checkbox"/>	<input type="checkbox"/>	6.2. Photographs – of all four external elevations of the existing place(s) where possible
<input type="checkbox"/>	<input type="checkbox"/>	6.3. Independent Heritage Assessment – If the property is listed on the Municipal Heritage List

APPLICANT DETAILS

Applicant Full Name	
Applicant Signature	
Date	

ACCEPTING OFFICER DETAILS

Accepting Officer's Name	
Accepting Officer's Signature	
Date	