

## 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.

## IMPORTANT NOTES FOR ALL APPLICANTS

- Each version of the site plan, floor plan(s) and elevations shall include a submission reference in the following format:  
Revision #; Plan #; Date (DD/MM/YY).
- If an incomplete development application is received the Town will return it to the applicant, using the same format it was received.
- If the plans form part of an amended development application all the proposed amendments are to be **clearly** highlighted (clouded) on the plan.
- When assessing development applications the Town uses the contour levels shown in *Local Planning Policy 3.24 – Determining Natural Ground Levels*. These contour levels are to be shown on the site plan and all elevations.
- Should you submit your application via email, please note our file limit is 40mb. You will receive an automated response from our Records team once the Town has received your application.

APPLICANT	OFFICER	
<input type="checkbox"/>	<input type="checkbox"/>	i) Application for Development Approval Form <b>AND</b> MRS Form 1 completed and signed by <b>ALL</b> owners of the land (this includes the Strata Manager as the owner where applicable.)
<input type="checkbox"/>	<input type="checkbox"/>	ii) Planning Application Fee (refer to Schedule of Planning fees and charges.) <i>*If the Town refers the application to a specialist for technical advice to assist with its assessment the applicant will be billed for the cost*</i>
<input type="checkbox"/>	<input type="checkbox"/>	iii) Certificate of Title <b>AND</b> 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.

**In addition to the above, please also refer to the sections on the following pages of this checklist.**

## PART I. PROPOSED DEVELOPMENTS

All development applications require the following information to be submitted.

APPLICANT	OFFICER	
<input type="checkbox"/>	<input type="checkbox"/>	<p>II. Two (2) sets of plans total – One (1) set to scale of 1:100 or 1:200; and at least one (1) scaled set at A3.  <b>If the plans are larger than A3 an electronic copy is also required.</b>            A 'set' of plans consists of proposed and existing (on separate sheets) of the following:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>a) Site plan (all relevant dimensions)</p> <ul style="list-style-type: none"> <li>• Street and lot number and street/road name;</li> <li>• North Point;</li> <li>• Existing and proposed buildings;</li> <li>• Existing and proposed uses;</li> <li>• Natural ground level (refer to the important notes section on page 1 of this checklist) and proposed ground and finish floor levels (AHD);</li> <li>• All property boundaries and lot dimensions;</li> <li>• Setbacks to all boundaries;</li> <li>• Details and Location of any fencing;</li> <li>• Location, layout and dimension of any car parking areas;</li> <li>• Outline of all existing buildings/structures on adjoining properties, including major opening and outdoor living areas;</li> <li>• 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; and</li> <li>• Location of any easements.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>b) Elevation plans (showing all relevant dimensions)</p> <ul style="list-style-type: none"> <li>• All applicable elevations are to be submitted with description /heading (i.e direction) of each elevation;</li> <li>• Existing/natural and proposed ground and finish floor levels (AHD). <b>To show the existing natural ground levels vertically below the proposed building where the height measurement is being taken from</b> (refer to the important notes section on page 1 of this checklist);</li> <li>• 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);</li> <li>• Overall height dimensions to be shown from existing/natural ground level to ridge (refer to the important notes section on page 1 of this checklist); and</li> <li>• Wall height dimensions to be shown from existing/natural ground level to where the wall intersects with the roof eg. Plate height (refer to the important notes section on page 1 of this checklist.)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>c) Floor plan (showing all relevant dimensions)</p> <ul style="list-style-type: none"> <li>• A plan of every storey with floor levels (AHD);</li> <li>• Internal Layout showing doors / windows etc and room names;</li> <li>• Roof/eaves lines;</li> <li>• Total floor area in square metres; and</li> <li>• Lot boundary and setbacks to all boundaries on all sides.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>d) Bushfire Attack Level (BAL) Assessment (if necessary.)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>e) Heritage Impact Assessment (if necessary, refer to Council's Development on Heritage Places Local Planning Policy.)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>f) Written justification of how the development addresses the applicable design principles.</p>

**PART 2. RESIDENTIAL DEVELOPMENTS**

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

APPLICANT	OFFICER	
<input type="checkbox"/>	<input type="checkbox"/>	2.1. All information as listed in Part I – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	2.2. Streetscape Perspective if any variation(s) is proposed which will be visible from the street – 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). Where applicable, to comply with Local Law 43. The elevations are to show the proposed roof materials and colours.
<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.
<input type="checkbox"/>	<input type="checkbox"/>	2.6. Landscaping details in accordance with Local Planning Policy 3.1 – Streetscape and the Residential Design Codes. The plans shall show the extent of landscaping within the primary street front setback area and, in accordance with the Residential Design Codes, the location and the quantity of trees to be provided on site.

**PART 3. COMMERCIAL/MIXED USE DEVELOPMENTS**

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

APPLICANT	OFFICER	
<input type="checkbox"/>	<input type="checkbox"/>	3.1. All information as listed in Part I – 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 on site at any one time, signage detail, (if applicable) whether clients/patients will visit the property by prior appointment only, etc.
<input type="checkbox"/>	<input type="checkbox"/>	3.4. Car Parking and Bicycle Parking - number of car (including disabled), (un)loading and bicycle bays proposed and their location, number of car and bicycle bays required and any end-of-trip facilities.
<input type="checkbox"/>	<input type="checkbox"/>	3.5. Landscaping Plan - percentage of area to be landscaped and the type, location and quantities 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.
<input type="checkbox"/>	<input type="checkbox"/>	3.9. Acoustic report / noise management plan (as required by the Town.)
<input type="checkbox"/>	<input type="checkbox"/>	3.10. Details on how the development satisfies the 'Acceptable Outcomes' or 'performance solutions' of (where applicable) State Planning Policy 7.3 - Residential Design Codes Volume 1 or 2 (whichever is applicable.)

PART 4. CHANGE OF USE		
APPLICANT	OFFICER	
<input type="checkbox"/>	<input type="checkbox"/>	4.1. All information as listed in Part I – 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"> <li>• management plan;</li> <li>• description of proposed business;</li> <li>• hours of operation;</li> <li>• floor area per use/s;</li> <li>• number of employees;</li> <li>• onsite parking provision;</li> <li>• toilet facilities;</li> <li>• internal fit out details;</li> <li>• structural changes;</li> <li>• signage details;</li> <li>• shop-front treatments;</li> <li>• deliveries/visitation rate per week/day; and</li> <li>• all other relevant information.</li> </ul>

PART 5. HOME OCCUPATION APPLICATION		
APPLICANT	OFFICER	
<input type="checkbox"/>	<input type="checkbox"/>	5.1. Application for Development Approval Form <u>AND</u> MRS Form I completed and signed by ALL owners of the land ALL information as listed in Part I – Proposed Developments.
<input type="checkbox"/>	<input type="checkbox"/>	5.2. A completed Home Occupation Details form.
<input type="checkbox"/>	<input type="checkbox"/>	5.3. Planning Application Fee (refer to Schedule of Planning fees and charges.)
<input type="checkbox"/>	<input type="checkbox"/>	5.4. 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"/>	5.5. Two copies of a site plan and floor plan showing which areas are to be used in association with the home occupation, and where vehicles belonging to those residing at the property and to clients/customers are to park.

PART 6. SIGNAGE APPLICATION		
APPLICANT	OFFICER	
<input type="checkbox"/>	<input type="checkbox"/>	6.1. All relevant information as listed in Part I – Proposed Developments except for the BAL Assessment.
<input type="checkbox"/>	<input type="checkbox"/>	6.2. Signage Details – photos and drawings of current and proposed signage, dimensions, colours, illumination nature/hours
<input type="checkbox"/>	<input type="checkbox"/>	6.3. A completed Signage Details form.

PART 7. COMMERCIAL VEHICLE PARKING APPLICATION		
APPLICANT	OFFICER	
<input type="checkbox"/>	<input type="checkbox"/>	7.1. All relevant information as listed in Part 1 – Proposed Developments except for the BAL Assessment, and also for the floor plan and elevations (unless a new building is proposed as part of the same application).
<input type="checkbox"/>	<input type="checkbox"/>	7.2. Commercial Vehicle Details – photos of the commercial vehicle and the proposed location the vehicle is to be parked on site.
<input type="checkbox"/>	<input type="checkbox"/>	7.3. A completed Commercial Vehicle Details form.

PART 8. DEMOLITION/PARTIAL DEMOLITION OF COMMERCIAL/INDUSTRIAL/STATE HERITAGE LISTED PLACE(S)		
APPLICANT	OFFICER	
<input type="checkbox"/>	<input type="checkbox"/>	8.1. 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"/>	8.2. Photographs – of all four external elevations of the existing place(s) where possible.
<input type="checkbox"/>	<input type="checkbox"/>	8.3. Independent Heritage Assessment – Independent Structural Condition Report (if a heritage place refer to Council's Development on Heritage Places local planning policy.)

APPLICANT DETAILS	
Applicant Full Name	
Applicant Signature	
Date	

\* The Town takes no responsibility for delays associated with incomplete applications. If applications are received incomplete the applicant will be contacted and given up to 5 business days in which to provide any outstanding information, if this is not received in that time frame the application will be returned to the applicant as incomplete and will not be processed by the Town of Cambridge.

\* It should be noted that further information may be required as a result of the Town's assessment and/or concerns being received during any advertising undertaken and/or as a consequence of comments being received from a government agency/department. Each version of the site plan, floor plan(s) and elevations shall include an updated submission reference in the following format - Revision #; Plan #; Date (DD/MM/YY).

\* If the development application is required to be advertised as part of the assessment process it shall be done so in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 64(5).

\* Please note that the information and plans provided with this development application will be made available on the Town's website if required to be advertised for comment.

I/We \_\_\_\_\_ declare that the above information has been provided with the development application **and is accurate and correct to the best of my/our knowledge.** Where information is not provided, I have submitted written justification as to why the information is not required.

ACCEPTING OFFICER DETAILS	
Accepting Officer's Name	
Accepting Officer's Signature	
Date	