

Checklist 12 – Buildings & Works

For all planning applications the following <u>MUST</u> be provided:	
<input type="checkbox"/>	3 copies of the Application form completed and signed
<input type="checkbox"/>	3 full current copies of Title for the land, including the map showing current ownership details, title plan and a full copy of any registered covenants, restrictions or Section 173 Agreements that apply to the land. (The Copy of Title must be clearly legible and no older than 30 days.)
<input type="checkbox"/>	The prescribed application fee

In addition to the information required above for all planning applications, the following should be provided:

<input type="checkbox"/>	3 copies of fully dimensioned plans showing :	
	<input type="checkbox"/>	plans drawn at preferred scales of 1:100 or 1:200
	<input type="checkbox"/>	all submitted plans in A3 size suitable for photocopying
	Plans to show the following, as appropriate:	
	<input type="checkbox"/>	The boundaries and dimensions of the site
	<input type="checkbox"/>	Development plans including elevations
<input type="checkbox"/>	3 copies of details of colours, materials and finishes	
<input type="checkbox"/>	3 copies of streetscape elevations	

Seeking Advice Before You Apply

Different types of planning advice are available prior to lodging a planning application, depending on the nature, scale and complexity of the application:

- Telephone advice from a Statutory Planner – between the hours 8.15am and 5pm Mon – Fri – contact 5320 5107.
- Verbal advice in person can be provided by a Statutory Planning Counter duty officer. To make an appointment telephone 5320 5107 or simply visit the Planning Counter, Phoenix Building, Armstrong Street South – between the hours of 8.30am and 5pm Monday – Friday.
- **Pre-Application Meeting** with a Statutory Planning Coordinator at Council’s Phoenix Building. Pre-Application meetings are held on Tuesday and Thursday afternoons at Council’s Phoenix Building. Simply telephone Statutory Planning on 5320 5640 and the booking can be made over the phone. A Pre-Application meeting can only be booked if you have concept plans of your proposal.
- **Heritage-only Pre-Application Meeting** – Meetings with Council’s Heritage Advisor are scheduled on Wednesdays between 1pm and 5pm and Thursdays between 9am and 5pm. Contact Statutory Planning on 5320 5640 and the booking can be made over the phone.

Electronic Lodgement Service

eServices is Council's electronic lodgement service. This service allows customers to lodge planning permit applications via the internet. To access this service please go to the Payments section at www.ballarat.vic.gov.au and follow the links.

Disclaimer

Please note that this checklist is only for the standard information required for lodgement of an application. Additional information may be required after registration.

General Enquiries

If you have any further enquiries please contact Council's Customer Service Department on ph: (03) 5320 5500 or visit the Phoenix Building, 25 Armstrong Street South, Ballarat between 8:30am to 5:00pm, Monday to Friday.