

## Checklist 12 – Buildings & Works

For all planning applications the following <b>MUST</b> be provided:	
<input type="checkbox"/>	2 copies of the Application form completed and signed
<input type="checkbox"/>	2 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"/>	<b>2 copies of fully dimensioned plans showing:</b>
<input type="checkbox"/>	plans drawn to scale at a preferred scale 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"/>	2 copies of details of colours, materials and finishes
<input type="checkbox"/>	2 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 between 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 mornings. 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](http://www.ballarat.vic.gov.au) and follow the links. Alternatively, you are able to email your query or application to [ballcity@ballarat.vic.gov.au](mailto:ballcity@ballarat.vic.gov.au).

**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.