

Checklist 17 – Rural Subdivision

For all planning applications the following **MUST** 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, 2 copies of the following must be provided, see 'Living in Our Rural Areas' brochure for assistance:

Subdivision

<input type="checkbox"/>	A written submission detailing the following:
<input type="checkbox"/>	How the proposal will enhance farm consolidation or trading of lots between farms.
<input type="checkbox"/>	How the subdivision will not adversely impact on the ability to use the land for agriculture.
<input type="checkbox"/>	How the subdivision will not increase the potential for future dwellings.
<input type="checkbox"/>	2 copies of fully dimensioned plans drawn at a scale of 1:100 or 1:200 A3 size detailing:
<input type="checkbox"/>	The proposed subdivision layout, clearly detailing all existing structures and buildings on site.
<input type="checkbox"/>	Location of any existing septic tank and effluent fields.

Excision of an Existing Dwelling

<input type="checkbox"/>	A written submission detailing the following:
<input type="checkbox"/>	How the proposal will facilitate farm consolidation.
<input type="checkbox"/>	How farming can be continued on the balance lot unhindered.
<input type="checkbox"/>	That the dwelling is not required for the farming use of the property.
<input type="checkbox"/>	The identification of any risks from conflict of land use between the residential lot to be created and the remaining and surrounding farming enterprise/s.
<input type="checkbox"/>	2 copies of fully dimensioned plans drawn at a scale of 1:100 or 1:200 A3 size detailing:
<input type="checkbox"/>	The proposed subdivision layout, clearly detailing all existing structures, access to the property and all buildings on site. Noting that the maximum lot size for the dwelling allotment should be no more than 1 hectare in area and the balance allotment should be a minimum of 40ha. Battle axe allotments are not supported.
<input type="checkbox"/>	Location of any existing septic tank and effluent fields.
<input type="checkbox"/>	Photos and/or plans detailing the habitable condition of the existing dwelling.
<input type="checkbox"/>	Location of all farm infrastructure located on the balance allotment.

Boundary Realignment	
<input type="checkbox"/>	A written submission detailing the following:
<input type="checkbox"/>	How the proposal will facilitate farm consolidation. Noting that realignment of boundaries are only supported for the purpose of making minor adjustments such as responding to topographical or public infrastructure features.
<input type="checkbox"/>	2 copies of fully dimensioned plans drawn at a scale of 1:100 or 1:200 A3 size detailing:
<input type="checkbox"/>	The proposed subdivision layout, clearly detailing all existing structures, and all buildings on site.
<input type="checkbox"/>	Location of any existing septic tank and effluent fields.

Pre-application Meetings:

Pre-application meetings are recommended as a part of the application process. Council officers can provide specific advice to applicants on whether the proposal is generally consistent with the Ballarat Planning Scheme.

Council officers will also aim to assist applicants to become fully aware of the expected standard and extent of documentation they are required to provide with their application to reduce or avoid the need for Council to request further information.

To arrange an appointment for a pre-application meeting with a Planning Officer please contact the Statutory Planning Unit directly on (03) 5320 5640.

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. Alternatively, you are able to email your query or application to 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 by the assessing planning officer after registration.

Please check the planning scheme requirements by visiting the City of Ballarat website at www.ballarat.vic.gov.au or www.dpcd.vic.gov.au.

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.