

## Checklist 1 - Construction and/or Extension of a Single Dwelling or Multi Dwellings on a Lot

| 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>Fully dimensioned plans:</b>   |
| <input type="checkbox"/> | 2 copies of all plans drawn to scale at preferred scales of 1:100 or 1:200  |
| <input type="checkbox"/> | 1 copy of 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"/> | <b>2 copies of Neighbourhood and Site Description</b> (as described in Clause 54 or 55 as appropriate in the planning scheme). This may be a site plan, photographs or other techniques and must accurately describe: |
|                          | In relation to the neighbourhood:   |
| <input type="checkbox"/> | The built form, scale and character of surrounding development including front fencing  |
| <input type="checkbox"/> | Architectural and roof styles   |
| <input type="checkbox"/> | Any other notable features or characteristics of the neighbourhood  |
|                          | In relation to the site:  |
| <input type="checkbox"/> | Site shape, size, orientation and easements   |
| <input type="checkbox"/> | Levels of the site and the difference in levels between the site and surrounding properties   |
| <input type="checkbox"/> | Location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site  |
| <input type="checkbox"/> | The use of surrounding buildings  |
| <input type="checkbox"/> | The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres  |
| <input type="checkbox"/> | Solar access to the site and to surrounding properties  |
| <input type="checkbox"/> | Location of significant trees existing on the site and any significant trees removed from the site in the 12 months prior to the application being made, where known  |
| <input type="checkbox"/> | Any contaminated soils and filled areas, where known  |
| <input type="checkbox"/> | Views to and from the site  |
| <input type="checkbox"/> | Street frontage features such as poles, street trees and kerb crossovers  |
| <input type="checkbox"/> | Any other notable features or characteristics of the site   |

|                          |  |
|--------------------------|--|
|                          | 2 copies of a design response (as specified in the planning scheme) which must explain how the proposed design:                          |
| <input type="checkbox"/> | Derives from and responds to the neighbourhood and site description  |
| <input type="checkbox"/> | Meets the objectives of Clause 54 or 55 of the planning scheme (as appropriate)  |
| <input type="checkbox"/> | Responds to any neighbourhood character features for the area identified in a local planning policy or a neighbourhood character overlay |
| <input type="checkbox"/> | Addresses any streetscape elevation issues   |
| <input type="checkbox"/> | Shadow diagrams for September Equinox at 9am, 11am, and 3pm  |
| <input type="checkbox"/> | Details of colours, materials and finishes   |
| <input type="checkbox"/> | Streetscape elevations   |
| <input type="checkbox"/> | Traffic report for larger scaled developments  |

### 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](http://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.