



Plan Pac – Construction and/or Extension of a Single Dwelling or Multi Dwellings on a Lot

For all planning applications the following MUST be provided:

- ☐ A completed and signed 'Application for Planning Permit'
- ☐ A full current copy of Title for the land showing the plan of subdivision (no older than 3 months)
- ☐ The prescribed application fee
- ☐ Details of any relevant easement, covenant of Section 173 Agreement that applies to the land

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

- ☐ **Fully dimensioned plans:**
 - ☐ 3 copies (A4 or A3) of fully dimensioned development plans drawn at a scale of 1:100 or 1:200 which include, as appropriate:
 - ☐ Floor plans of proposed buildings
 - ☐ Elevations including colour and materials of all buildings and works
 - "Site Plan" consisting of:
 - ☐ The boundaries and dimensions of the site
 - ☐ Adjoining roads
 - ☐ Driveways and vehicle parking and loading areas including individually marked and dimensioned spaces
 - ☐ The layout of existing and proposed buildings and works including setbacks
 - ☐ Landscape layout plan which includes the description of vegetation to be planted, the surfaces to be constructed, a site works specification and the method of preparing, draining, watering and maintaining landscape area
- ☐ **A Neighbourhood and Site Description** (as described in Clause 54 or 55 as appropriate in the planning scheme) may use a site plan, photographs or other techniques and must accurately describe:

In relation to the neighbourhood:

- ☐ The built form, scale and character of surrounding development including front fencing

- ☐ Architectural and roof styles
 - ☐ Any other notable features or characteristics of the neighbourhood
- In relation to the site:
- ☐ Site shape, size, orientation and easements
 - ☐ Levels of the site and the difference in levels between the site and surrounding properties
 - ☐ 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
 - ☐ The use of surrounding buildings
 - ☐ The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres
 - ☐ Solar access to the site and to surrounding properties
 - ☐ 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
 - ☐ Any contaminated soils and filled areas, where known
 - ☐ Views to and from the site
 - ☐ Street frontage features such as poles, street trees and kerb crossovers
 - ☐ Any other notable features or characteristics of the site
- ☐ **A written design response** (as specified in the planning scheme) which must explain how the proposed design:
- ☐ Derives from and responds to the neighbourhood and site description
 - ☐ Meets the objectives of Clause 54 or 55 of the planning scheme (as appropriate)
 - ☐ Responds to any neighbourhood character features for the area identified in a local planning policy or a neighbourhood character overlay
 - ☐ Addresses any streetscape elevation issues
- ☐ Shadow diagrams for September Equinox at 9am, 12 noon, 3pm
 - ☐ Details of colours, materials and finishes
 - ☐ Streetscape elevations
 - ☐ Traffic report for larger scaled developments

The above checklist has been designed to ensure that all documents are submitted to the Council to initiate the assessment of the planning application. Additional information may be required depending on the precise nature of the proposal and any site-specific considerations such as overlays. If applications are lodged without sufficient information for the Council assessment, the Council will formally request further information in accordance with the *Planning and Environment Act 1987*.

Please ensure you include clear and accurate plans which are fully dimensioned and drawn to scale to prevent delays with your application. As multi dwelling applications are complicated, it is highly recommended that you employ a professional to assist you with the requirements of the application.

For further assistance in the preparation of your application, please call the Planning Department on (03) 5871 9222