

An application for the construction/extension of a dwelling should be accompanied by the following information:

A current copy of Title and details of any registered restrictive covenant or Section 173 Agreement

A Copy of Title and associated restrictions can be accessed www.landata.vic.gov.au The Title must be no older than 60 days old.

A plan of existing conditions

The existing conditions plan should include:

- Contours;
- Location of any existing buildings;
- Location of vegetation on the site;
- Location of vegetation in the road reserve;
- Location of any infrastructure in the road reserve;
- Details of fencing.

Existing elevations

Plans at a scale of 1:100 showing, in elevation form, the existing development on the land.

A neighbourhood and site description plan

The requirements for this plan can be found here http://planning-schemes.delwp.vic.gov.au/schemes/vpps/54_01.pdf

Plans of the development drawn to scale

The plan should be drawn to a scale of 1:100 or 1:200 and show:

- The location of any existing buildings to be retained and proposed buildings. The plans must include the setback of all structures from side boundaries, and the length of any structures to be constructed on the boundary.
- Location of car parking facilities, including access ways and turning areas. Dimensions of all car spaces, including internal dimensions of garaging, must be provided, along with dimensioned access way widths.
- Location of all hard surfaced areas.
- Internal layout of the dwelling.
- The private open space for each dwelling.
- The location of all external storage space.
- A roof plan.
- Elevations of every building, including existing buildings to be retained, correctly labelled showing finished floor levels and ceiling levels as well as the sill height of every window. It is recommended that levels are provided. All elevation drawings must clearly show natural ground level and specify building heights and wall heights from natural ground level.
- Details of any fencing.
- A schedule of materials and finishes for all buildings.
- Overlooking plans.
- Shadow diagrams prepared for the September equinox showing the overshadowing impact of the development on adjacent secluded private open spaces and habitable room windows.
- Location of buildings on adjoining properties, including location of habitable room windows, private open space, vegetation;
- Contour information, such as levels to AHD or Reduced Levels.

Landscape Concept Plan

A landscape concept plan drawn to a scale of 1:100 or 1:200 which shows:

- Location of existing street trees;

- Extent of tree canopies which overhang boundaries both within and adjacent to the site;
- Indication of open space functions;
- Planting concept showing land areas, garden beds and planting themes.

Templates which may be of assistance can be found here <https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Planning-checklists-forms-templates#Forms>

A written submission which assesses the application against Clause 54 (if required) and any overlay which applies to the land

It is important to provide an assessment against each of the Clause 54 standards, explaining how the standard is met. Where the standard is not met, a response to the objective and decision guidelines should be provided in support of the application.

Any application requirements specified by the zone or overlay

The planning controls which apply to the land can be obtained and viewed at the following link <http://planning-schemes.delwp.vic.gov.au/schemes/surfcoast>

A completed Application for Planning Permit form

The form can be accessed from <https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Apply-for-a-planning-permit>
The type of licence sought should be included in the proposal section of the form.

The relevant fee

The fee schedule can be accessed here <https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Apply-for-a-planning-permit>

Other permits/ regulations you may need to consider

Legal point of discharge – to find the point to which the development should be drained, obtained from Council's Infrastructure Department.

Vehicle Crossing Permit – to construct a new vehicle access point to the road, obtained from Council's Infrastructure Department.

Building Permit – obtained from a Private Building Surveyor.

Disclaimer: Please note this checklist is for standard information required for lodgement. Additional information may be required by Council when assessing your application.