

An application for the use and development of a dwelling in a rural area 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.

Site Plan

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

- The boundaries and dimensions of the site;
- The location of all buildings on the land;
- The location of dwellings on adjoining land which are located within 100 metres of the proposed dwelling;
- The location of the new dwelling;
- Dimensioned setbacks from boundaries;
- Details of any vegetation to be removed from the land;
- Location of driveway;
- Waste treatment areas.

Elevations

Elevation drawings at a scale of 1:100 or 1:200 which show:

- Each elevation of the dwelling;
- The materials and colours to be used in the construction of the dwelling;
- Natural ground level.

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>

Written submission

A written description of the proposal, including:

- Whether the land is a separate tenement as defined in Clause 22.01 http://planning-schemes.delwp.vic.gov.au/schemes/surfcoast/ordinance/22_lpp01_surf.pdf
- A response to the relevant decision guidelines of Clause 35.07-6 / 35.06-7.

Land Management Plan

A land management plan which details:

- Objectives of the property, ie will it be used for domestic, agricultural and/ or environmental purposes;
- Weed control – identify weed infestations on the property and the proposed method of control and timing for control (short and long term);
- Native vegetation – locate any significant ecological communities on the land, including any significant flora, its location and condition. Specify how indigenous vegetation will be managed (short and long term);
- Fauna – identify any faunal species of significance and measures which will be undertaken to protect these species (short and long term);
- Identify opportunities for improvement of habitat values on the land such as nesting boxes or fencing off areas from livestock;
- Identify significant habitat corridors, areas proposed for revegetation or regeneration and provide a list of species, including quantity and botanical names, which will be used for revegetation. Providing details of timing for planting, fencing and program for fence maintenance.
- Pasture – indicate any existing pasture areas located on the property, including areas that are either grazed or proposed for grazing;
- Pest animals – describe how pest animals (for example, rabbits) will be managed on the property (short and long term). Indicate any existing rabbit warrens and harbour (for example, log heaps, weeds such as blackberries and gorse);
- Waterways– identify any existing waterways and/or wetlands and identify how they will be protected and enhanced (short and long term). Opportunities for revegetating riparian corridors should be investigated;

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- Salinity areas– identify any salinity areas and associated recharge areas and document how they will be improved (short and long term);
 - Erosion – identify any existing erosion (gully or tunnel) and describe how they will be protected and addressed (short and long term);
 - Farm management practices – as appropriate, include current and future farm management practices and works ie proposed fencing or re-fencing, proposed farm tracks and dams, watering points, paddocks in need of pasture renovation etc. Identify timing for the works (short and long term).
 - Identify areas of Cultural Heritage Sensitivity and how management practices will differ in these areas, e.g. no mechanical ripping of rabbit warrens.

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>

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.