

## Items required applications for planning permit

### 1. Planning Permit Application Form

We can complete the application form on your behalf. All of the following items need to be completed, compiled and submitted to Council as part of the application. We will also need a cheque from you for payment of Council's application fee (made payable to the relevant Council)

### 2. Copy of Title

A clear, legible, copy of the Certificate of Title, showing current ownership of the land needs to be provided (this is submitted with the application when lodged). Please note - A second Title search/copy may need to be ordered if we encounter any delays throughout the process. A copy of Title must be "current" and could range from one month to three months old (depending on the relevant Council).

Details of any registered covenants on the land must also be provided. If a covenant does not apply confirmation in writing is required.

### 3. Site Re-Establishment and Feature Surveys

These surveys are prepared by a licensed land surveyor. You may contact a surveyor (of your choice) or we can arrange an external consultant (on your behalf).

### 4. Neighborhood and Site Description Plan & Report

These detail the pattern of development of the neighbourhood, the type of architecture, materials used, scale and character as well as other notable features. Identifying the character of the neighbourhood is important so that we guide you correctly with your design.

These plans detail all properties within a 50 metres radius (minimum) of the subject site, and include all of the requirements of clause 55.01-1 for the relevant Council's Local Planning Scheme, and how the proposal responds to the neighbourhood.

### 5. Design Response Plan & Report

These show how the proposed design responds to the neighbourhood character and meets the objectives of the State Planning Framework, Local Council Planning Policy and how your proposed project is suitable for the area.

### 6. Site Photographs

We take photographs of your site, the adjoining properties and the street to help Council assess your application.

## 7. Site Plan

This shows your block of land and an outline of your proposed project including the areas set aside for landscaping and driveways etc.

The detail to be shown on the plan includes the following:

- The dimensions of the land as detailed on the Certificate of Title.
- Location and size of any easements on/or adjacent to the site.
- Site levels and contours may be required to be shown.

## 8. Development Plan

This plan provides more detail than the site plan and includes the floor plans, room layouts, outdoor areas, parking etc. for your proposed development.

The detail to be shown on the plan includes the following:

- A description indicating the use of all rooms
- The location and internal dimensions of any garages, car spaces and/or carport structures
- Setbacks from all boundaries
- Adjoining building envelopes/windows facing the subject site within 9 metres of the property boundaries
- Location and width of existing and/or proposed vehicle crossovers
- Location, height and the construction materials of existing and/or proposed fencing
- Site and finished floor levels to the Australian Height Datum (AHD)
- Any existing vegetation proposed to be retained - with details including height and full botanical name

## 9. Elevations

The view of your proposed development from all sides showing roof lines, heights, windows, materials etc. so that Council can understand the 'built form'.

The detail to be shown of the elevations includes the following (for aspects of your development):

- The natural ground level and the height of the finished floor levels above the natural ground level (in millimetres)
- External wall heights and overall building heights, measured from natural ground level
- The sill height of the windows, measured from the finished floor level
- The location and extent of any proposed cut and fill.
- The elevations of the front fence are required to detail:
  - Construction materials and finishes
  - Dimensions of all components of the fence, as measured above natural ground level.

## 10. Shadow Diagrams

These plans will show where the shadows will be cast by your proposed development and how it may affect adjoining properties.

The shadow diagrams are required for the hours of 9am, 12noon, and 3pm as at the 22nd September (which is mid-way between the shortest and the longest days of the year).

## 11. Overlooking Diagrams

How the rooms and outdoor living areas of your proposed development have been designed to avoid overlooking the adjoining neighbors.

## 12. Schedule of External Finishes, Materials and Colours including:

- All external walls
- Roof
- Fascias
- Window frames
- External doors
- Paving (including car park surfacing).

## 13. Arborist Report

The Arborist Report will detail all established, significant trees on site, or on adjoining land within 3m of the property boundary. The condition of the trees will be assessed including:

- Accurate location
- Full botanical name
- DBH (diameter of trunk at breast height) – ie. trunk caliper at 1.4 metres above ground
- Health, structure and form of the trees
- The tolerance of each tree to the proposed development works
- Suitability for retention
- Tree protection measures - if retained.

## 14. Development Summary

The development summary will provide information for both existing and proposed conditions including:

- Site Area
- Number of Dwellings
- Floor Areas
- Number of Car Spaces
- Area of Private/Total Open Space
- Building Site Coverage
- Percentage of Impervious (hard) Surfaces.

## 15. Plans and Elevations

Copies of all Plans and Elevations may be required in A3 or A4 size - in addition to A1 plans submitted with the application. Some Councils are also requesting they be supplied in digital format (PDF) on CD.

## 16. Additional Information

Additional information may be required if the land is subject to a Heritage Overlay, a Special Building Overlay, or any other Overlay. An Overlay is a Council control that relates to and by way of an example: tree/vegetation protection, siting, size of subdivisions, etc.

There may be more than one Overlay that applies to an area.

## 17. Development Contributions

Some Council's impose a Development Contribution Fee which is used for the establishment and/or maintenance of parks and Council infrastructure.