

VicSmart Checklist 8

Minor subdivision, minor buildings and works, painting or tree lopping in a Heritage Overlay



Pre-application discussion: Was there a pre-application meeting? Who with and when? No

Yes – Planning Officer: Date:

Yes – Building Surveyor: Date:

Under building regulations, fences on corner allotments need to respond to safety in relation to vehicle sight lines and pedestrians.

Information Requirements

For all planning permit applications the following MUST be provided:

- A fully completed application form
 - Ensure you have entered the correct address of the land, an accurate description of your proposal, a current email address and phone number, that the Applicant address is the correct postal address, and that the form is signed and dated.
- The application fee
- A full and current copy of the Certificate of Title (dated within 3 months of your application), including the title plan/diagram showing any relevant covenants and restrictions. Provide confirmation that the present boundaries are the same as the title boundaries.

Accompanying Information

Note: Council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with us. The following information must be provided as appropriate.

- | | | <u>Office Use</u> | |
|--------------------------|--|--------------------------|--------------------------|
| | | Yes | n/a |
| <input type="checkbox"/> | Drawings (plans) that are A3 size, fully dimensioned, have a north arrow, are to scale (i.e. 1:100 @ A3), and include a scale bar, showing: | <input type="checkbox"/> | |
| <input type="checkbox"/> | The location, shape and size of the site. | <input type="checkbox"/> | |
| <input type="checkbox"/> | The location of any existing buildings, including fences, and trees. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | The location, height and design of the proposed building or works including details of proposed materials. | <input type="checkbox"/> | |
| <input type="checkbox"/> | Any buildings to be demolished. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | An elevation of the proposed building. | <input type="checkbox"/> | |
| <input type="checkbox"/> | The size and design of any proposed sign, including details of the supporting structure and any proposed illumination. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | A written description of the proposal including: | <input type="checkbox"/> | |
| <input type="checkbox"/> | Any impacts on the significance of the heritage place. | <input type="checkbox"/> | |
| <input type="checkbox"/> | How the proposal responds to any relevant local heritage policy set out in the scheme. | <input type="checkbox"/> | |
| <input type="checkbox"/> | If lopping of a tree is proposed, the reason for the lopping, the extent of lopping and an arborist report. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | The proposed colour schedule and nature of any materials and finishes. | <input type="checkbox"/> | |
| <input type="checkbox"/> | A photograph of the area affected by the proposal including any building, outbuilding, fence, or tree which may be affected by the proposal. | <input type="checkbox"/> | |
| <input type="checkbox"/> | A photograph of the subject site and adjoining properties along the street frontage. | <input type="checkbox"/> | |
| <input type="checkbox"/> | If subdivision is proposed, the location, shape and size of the proposed lots to be created. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | If a sign is proposed: | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | The location, size and design of the proposed sign on the site or building. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | The location and size of existing signage on the site including details of any signs to be retained or removed. | <input type="checkbox"/> | <input type="checkbox"/> |

Office Use Only

Checked by: _____ Signature: _____ Date: _____

Vicsmart Checklist 8

Minor subdivision, minor buildings and works,
painting or tree lopping in a Heritage Overlay



Note:

- ① To realign a boundary between two lots also complete **Checklist 1 Boundary Realignment**.
- ① To subdivide an existing building or car parking space also complete **Checklist 2 Subdivide an existing building or car parking space**.
- ① To subdivide land with an approved development into two lots, you may also need to complete **Checklist 3 Subdivide land with an approved development into two lots**.
- ① To construct a fence on land in a Residential Zone, you may also need to complete **Checklist 4 Front Fence in a Residential Zone**.
- ① To construct a fence on land in an Environmental Significance Overlay, Significant Landscape Overlay or Design and Development Overlay, you may also need to complete **Checklist 6 Front Fence in an Overlay**.
- ① To lop a tree in an Environmental Significance Overlay, Significant Landscape Overlay, Vegetation Protection Overlay or Neighbourhood Character Overlay also complete **Checklist 7 Tree removal or lopping**.
- ① If the land is in a Special Building Overlay you may also need to complete **Checklist 9 Special Building Overlay**.
- ① Please ensure your development complies with the Electrical Safety (Installations) Regulations 2009 relating to minimum distance of structures from power cables. This aspect is not reviewed during assessment of planning or building applications, and non-compliance may affect construction. For further information contact Energy Safe Victoria - <http://www.esv.vic.gov.au/>

Office Use Only

Checked by: _____

Signature: _____

Date: _____