



REALIGN A COMMON BOUNDARY BETWEEN TWO LOTS

VicSmart is a simple and fast assessment process for straightforward planning permit applications designed to deliver planning outcomes in 10 business days. There are certain categories of application that form part of the VicSmart process with details available on the Council website.

This checklist relates to an application to realign a boundary between two lots that is within the **General Residential Zone, Mixed Use Zone, Township Zone, Low Density Residential Zone, Industrial 1 Zone, Industrial 2 Zone, Industrial 3 Zone, Commercial 1 Zone or Commercial 2 Zone**. It sets out all of the information that is required to be submitted with an application. If the land is in a Heritage Overlay also complete **Checklist 7 - Heritage Overlay**.

If your land is within another zone or affected by an overlay then you will need to follow a different process. Please have a chat to a planner to discuss your options.

All of the information on the checklist needs to be provided to ensure that your application can be assessed as quickly as possible. Please use the tick box and sign the declaration at the bottom to confirm you have provided all of the information.

APPLICATION REQUIREMENTS		Applicant use	Council use
1	A completed application form	<input type="checkbox"/>	<input type="checkbox"/>
2	Signed declaration on the application form	<input type="checkbox"/>	<input type="checkbox"/>
3	The application fee	<input type="checkbox"/>	<input type="checkbox"/>
4	Copy of title and any registered restrictive covenant <i>Provide a full, current copy of the title (no more than three months old) for each individual parcel of land forming the subject site. (The title includes the covering registered search statement, the title plan of subdivision and the associated title documents, known as 'instruments', e.g. restrictive covenants)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	Three (3) copies of a layout plan drawn to scale and fully dimensioned showing: <ul style="list-style-type: none"> ▪ The location, shape and size of the site ▪ The location of any existing buildings, car parking areas, driveways, storage areas, loading areas and private open space ▪ The location of any easements on the subject land ▪ The location of the approved stormwater discharge point ▪ The location and details of any significant vegetation ▪ Existing and proposed vehicle access to the lots ▪ Any abutting roads ▪ The location of the existing and proposed common boundary between the lots and the proposed size and shape of the realigned lots ▪ Any proposed common property to be owned by a body corporate and the lots participating in the body corporate 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	If the land is in more than one ownership, the consent of the owners of the land	<input type="checkbox"/>	<input type="checkbox"/>
7	If common property is proposed, an explanation of why the common property is required	<input type="checkbox"/>	<input type="checkbox"/>
8	A written statement that describes: <ul style="list-style-type: none"> ▪ The existing use of the land and its possible future development ▪ The reason for the realignment of the common boundary 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
9	If the land is in an area where reticulated sewerage is not provided, a plan which shows the location of any existing effluent disposal area for each lot or a land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970	<input type="checkbox"/>	<input type="checkbox"/>
10	If the land is in a residential zone and the realignment of the common boundary will result in a vacant lot, information that shows that the vacant lot meets the requirements of Standard C8 of Clause 56	<input type="checkbox"/>	<input type="checkbox"/>

I acknowledge that if I have not provided all of the information set out in the checklist or if there are any errors in the documentation then Council will request further information in order to properly assess the application. This will result in longer processing times.

Sign / Date