



VICSMART
PERMITS IN 10 DAYS

SUBDIVISION

SUBDIVISION OF LAND EACH CONTAINING AN EXISTING BUILDING OR CAR PARKING SPACE / SUBDIVISION OF LAND WITH AN APPROVED DEVELOPMENT INTO 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 either subdivide land into lots each containing an existing building or car parking space, or to subdivide land with an approved development into two lots within the **General Residential Zone, Mixed Use Zone, Township 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 in 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	A copy of the relevant planning permit and approved plans for the development	<input type="checkbox"/>	<input type="checkbox"/>
6	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 and private open space ▪ The location, shape and size of the proposed lots to be created ▪ The location of any easements on the subject land ▪ The location and details of any significant vegetation ▪ The location of the approved stormwater discharge point ▪ Any abutting roads ▪ The location of any street trees, poles, pits and other street furniture ▪ Existing and proposed vehicle access to the lots ▪ Any loading bays and vehicle standing areas ▪ Any waste storage areas ▪ 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"/> <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	For the subdivision of existing buildings and car parking spaces, a copy of the occupancy permit or a certificate of final inspection for the development	<input type="checkbox"/>	<input type="checkbox"/>
7	For the subdivision of land into two lots with an approved development currently under construction, evidence that the construction has commenced	<input type="checkbox"/>	<input type="checkbox"/>
8	If common property is proposed, an explanation of why the common property is required	<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"/>

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

