



# BUILDINGS AND WORKS

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 construct a building or construct or carry out works in the **Mixed Use Zone, Industrial 1 Zone, Industrial 2 Zone, Industrial 3 Zone, Commercial 1 Zone or Commercial 2 Zone** with an estimated cost of less than \$50,000 and where the land is more than 30 metres away from land in a residential 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 description of the use of the land and the proposed buildings and works	<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"> <li>▪ The boundaries and dimensions of the site</li> <li>▪ Adjoining roads</li> <li>▪ The location, height and use of buildings and works on adjoining land</li> <li>▪ Relevant ground levels</li> <li>▪ The layout of existing and proposed buildings and works</li> <li>▪ All existing and proposed driveways, car parking, bicycle parking and loading areas</li> <li>▪ Existing and proposed landscape areas</li> <li>▪ All external storage and waste treatment areas</li> </ul>	<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"/>
7	Three (3) copies of elevation drawings to scale showing the height, colour and materials of all proposed buildings and works	<input type="checkbox"/>	<input type="checkbox"/>
8	A photograph of the building or area affected by the proposal	<input type="checkbox"/>	<input type="checkbox"/>
9	For land in a Mixed Use Zone, Commercial 1 or 2 Zone, a written statement describing the proposal and if relevant: <ul style="list-style-type: none"> <li>▪ The built form and character of adjoining and nearby buildings</li> <li>▪ The heritage character of any adjoining heritage places</li> <li>▪ Ground floor street frontages, including visual impacts and pedestrian safety</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10	A written statement describing whether the proposed buildings and works meet: <ul style="list-style-type: none"> <li>▪ The number of car parking spaces required under Clause 52.06 or in the schedule to Clause 45.09</li> <li>▪ The loading requirements under Clause 52.07</li> <li>▪ For land in a Mixed Use Zone, the maximum building height specified in the schedule to the zone</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <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

