

APPLICATION REQUIREMENTS: MINOR BUILDINGS AND WORKS

This information sheet sets out what you need to provide to Council when applying for a planning permit to carry out minor building and works. Minor building and works include such things as outbuildings, small extensions to existing buildings, construction of a dwelling on lots greater than 40ha; external fixtures and the likes.

Different requirements are applicable to the particular planning control and this Information Sheet includes 'general requirements' as well as specific requirements that reflect some of the more common planning controls under which you may require a planning permit (including the 'Salinity Management Overlay' and the 'Erosion Management Overlay').

Council requires certain information to be provided in order to properly assess your application against the planning controls contained in the Mitchell Planning Scheme. To ensure that your application can be processed quickly and efficiently, it is important that all the relevant information is included.

An application for minor buildings and works must be accompanied by the following information:

Standard information to be provided with all applications

- **A fully completed and signed application form.** The application form can be obtained from the Statutory Planning page on Council's website.
- **A full current copy of Title** for the land, including current ownership details, title plan and a full copy of any registered covenants, restrictions or Section 173 Agreements that apply to the land. The copy of Title must be clearly legible and no older than 3 months. A copy of the Title can be obtained by contacting the Victorian Land Titles Office on (03) 8636 2456 or download a copy from <https://www.landata.vic.gov.au>.
- **The prescribed application fee.** Please refer to the fee schedule on Council's website or contact Council's Statutory Planning Department to determine the applicable fee.

Plans to support the proposal (including three copies of the plans with at least one copy at an A3 size)

- **A proposed site layout plan** drawn at a scale of 1:100 or 1:200 which includes, as appropriate:
 - The boundaries and dimensions of the site.
 - Adjoining roads.
 - The location of all existing and proposed buildings, including details of how they will be used and their proximity in relation to title boundaries.
 - The location and use of buildings on adjoining properties including habitable room windows and private open space areas of any dwellings.
 - Relevant ground levels.
 - The location of any proposed landscaping or vegetation within the site.
 - The location and dimensions of driveways and vehicle parking areas.
 - The location of existing or proposed septic tanks or effluent fields including their set back from any watercourse, waterway or dam.

Contact us:

t: (03) 5734 6200
e: mitchell@mitchellshire.vic.gov.au
w: www.mitchellshire.vic.gov.au

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- All external storage and waste treatment areas.
- Areas not required for immediate use.
- Construction details of all drainage works, driveways, vehicle parking.
- Fully dimensioned **floor plans** drawn at a scale of 1:100 or 1:200 which includes the layout of the building and the location of the proposed works.
- Fully dimensioned **elevation plans** drawn at a scale of 1:100 or 1:200 which includes:
 - The slope of the land and indicating the differences between natural ground levels compared to proposed floor levels. The elevation plans need to show finished floor levels and the overall building and wall heights above natural ground level to Australian Height Datum (AHD) or a Reference Level (RL) that will not be affected during construction and also show the amount of cut and fill undertaken.
 - Colours, materials and finishes of all dwellings.
- Fully dimensioned **section plans** drawn at a scale of 1:100 or 1:200 detailing any excavation to land; change in topography; or earthworks.

Other information to support the application

For any outbuildings, sheds or minor extensions to a building

- **A written description** about how the building will be used or what the building will store.

For an application in the Erosion Management Overlay

- A statement against the application requirements (as appropriate) set out at clause 44.01-5 of the Mitchell Planning Scheme
- Information evaluating the erosion risk set out at clause 21.04-3 of the Mitchell Planning Scheme.

For an application in the Salinity Management Overlay

- A statement against the application requirements (as appropriate) set out at clause 44.02-5 of the Mitchell Planning Scheme.

For an application that includes a new or upgraded septic tank or effluent treatment system

- A statement against the application requirements set out at clause 21.05-2 of the Mitchell Planning Scheme and in many cases a Land Capability Assessment.

Some other relevant things to consider

How will the building be used?

In some cases the construction of an outbuilding or shed may also require a planning permit for a particular use. Further information regarding a change of use can be found in Council's 'Change of Use' Information Sheet.

Pre-application

Before you submit an application for buildings and works, it may be useful to have a pre-application meeting with the Statutory Planning Department to ensure that any preliminary issues or concerns are addressed before your application is submitted. Please contact the Statutory Planning Department to arrange a pre-application meeting.

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For further information and to lodge an application

Visit our website	www.mitchellshire.vic.gov.au
Send us an email	mitchell@mitchellshire.vic.gov.au
Give us a call	(03) 5734 6200 (option 3) <i>Monday to Friday, 9.00am – 5pm</i>
Visit a planner	Planning and Building Services Office Level 1, 61 High Street, Wallan <i>Monday to Friday, 9.00am – 5pm</i>

The following options are available to lodge your application:

In person Planning and Building Services Office Level 1, 61 High Street, Wallan; <i>(This Office only has EFTPOS and Credit Card facilities and does not accept cash or cheque payment)</i> or Broadford Customer Service Centre 113 High Street, Broadford	By post Statutory Planning Department Mitchell Shire Council 113 High Street, Broadford 3658 <i>(please include a cheque payment or call to make a credit card payment)</i>
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Note: These requirements are intended as a guide for applicants only and may vary depending on the extent of the proposed use and/or development. This list of information to be provided is not exhaustive and is compiled without the benefit of a site inspection or referrals which might reveal other material constraints and/or considerations. Additional items may be required to enable a proper consideration of an application. Council reserves the right to request additional information pursuant to Section 54(1) of the Planning and Environment Act 1987. Other planning scheme controls may also affect your proposal. Please check the planning scheme requirements before submitting an application by visiting the Department of Environment, Land, Water and Planning Website or visiting the planning enquiries counter at the Planning and Building Services Office of Mitchell Shire Council.

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