

APPLICATION REQUIREMENTS: MULTI-DWELLING DEVELOPMENT

This information sheet sets out the information you need to provide to Council when applying for a planning permit to construct (a) a second dwelling on land, (b) more than one dwelling on land, or (c) a residential building, within the General Residential Zone, Mixed Use Zone, Township Zone or where a decision guideline of another zone requires consideration of Clause 55 of the Mitchell Planning Scheme.

The objectives and design standards for multi-dwelling developments are found in Clause 55 of the Mitchell Planning Scheme. This section of the planning scheme is also known as ResCode.

ResCode sets out objectives and a list of minimum standards that a development should meet and covers such items as:

- Neighbourhood character which seeks to ensure that a proposed development respects and responds to the physical context and streetscape in which it is located.
- External amenity which seeks to ensure that a proposed development does not overshadow, provide for overlooking or provide unreasonable visual bulk to surrounding neighbours.
- Internal amenity which seeks to ensure that a proposed development provides an appropriate site layout and design response to provide for the needs of future residents.

Multi-dwelling housing must respect neighbourhood character, the amenity of neighbours and provide appropriate internal amenity for residents. The objectives of ResCode must be met or a proposal will not be supported.

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 the construction of two or more dwellings on a lot 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.

Contact us:

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

Specific information relevant to multi-dwelling developments

- **A Neighbourhood and Site Description** (as described in Clause 55 of the Mitchell Planning Scheme) which may use a site plan, photographs or other techniques and must accurately describe, as a minimum the adjoining, abutting and opposite properties:

In relation to the land

- The pattern of development of the neighbourhood.
- The built form, scale and character of surrounding development including front fencing.
- Architectural and roof styles.
- Any other notable features or characteristics of the neighbourhood.

In relation to the site

- Site shape, size, orientation and easements.
 - Levels of the site and the difference in levels between the site and surrounding properties.
 - The location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site.
 - The use of surrounding buildings.
 - The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres.
 - Solar access to the site and to surrounding properties.
 - Location of significant trees existing on the site and any significant trees removed from the site 12 months prior to the application being made, where known.
 - Any contaminated soils and filled areas, where known.
 - Views to and from the site.
 - Street frontage features such as poles, street trees and kerb crossovers.
 - The location of local shops, public transport services and public open spaces within walking distance.
 - Any other notable features or characteristics of the site.
- **A written design response** (as specified in the planning scheme) which must explain how the proposed design:
 - Derives from and responds to the neighbourhood and site description.
 - Meets the objectives of Clause 55.
 - Responds to any neighbourhood character features for the area identified in a local planning policy.
 - **Shadow diagrams** for September Equinox at 9am, 12 noon, 3pm showing all adjoining property's dwellings with habitable room windows and private open space areas clearly identified.
 - **A streetscape elevation plan** drawn at a scale of 1:100 or 1:200 which shows a minimum of 1 dwelling either side of the site.

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.

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- Adjoining roads.
 - Relevant ground levels of the site.
 - The location and internal layout of proposed dwellings or buildings and works in relation to title boundaries (for example: show dimensioned setbacks) which shows existing buildings onsite and on adjoining properties including habitable room windows and private open space areas.
 - The location of any proposed landscaping or vegetation within the site.
 - The location and dimensions of driveways and vehicle parking areas.
- 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.

Other information to support the application

- A **car parking plan** drawn at a scale of 1:100 or 1:200 (or for the information required in a car parking plan to be detailed on other plans submitted with the application) which includes:
 - All car parking spaces that are proposed to be provided (whether on the land or on other land).
 - Access lanes, driveways and associated works.
 - Allocation of car parking spaces to different uses or tenancies, if applicable.
 - Any landscaping and water sensitive urban design treatments.
 - Finished levels.

Some other relevant things to consider

Car parking

In some cases it may not be possible to provide all the car parking spaces required under clause 52.06 of the Mitchell Planning Scheme and you may need to apply for a planning permit to reduce or waive the number of car parking spaces required under the planning scheme. Further information regarding a reduction in car parking can be found in Council's 'Car Parking' checklist.

Pre-application

For any multi-dwelling development, and particularly larger residential developments, it is recommended that a pre-application meeting is arranged 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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