



STATUTORY PLANNING CHECKLIST

Single-dwelling development or alterations

Use this information as a guide to complete your application to use the land or construct or extend a single dwelling on a lot.

In these instances:

- 'Construction' of a dwelling means to construct a new dwelling.
- An 'extension' is considered an increase to the floor area of the existing dwelling, such as adding an extra room or wing to a dwelling, or something such as building a garage or pergola.
- An 'alteration' is generally considered making an internal or external change to an existing dwelling.

Considerations that may affect your application

When making a decision on an application of this nature, Council will generally consider:

- The planning controls that apply to the site.
- The planning policy framework found within the Mitchell Planning Scheme.
- The suitability of the proposed development in response to the site and neighbourhood character of the area.

Documents to submit with your application

Council requires certain information to be provided with your application in order to properly assess it. To ensure that your application can be processed quickly and efficiently, it is important that you provide the following documentation:

	Document
1	A complete and valid certificate of title
2	Metropolitan Planning Levy certificate (if applicable)
3	Development plans including site plan, floor plans, garden area plan, elevation plans and shadow diagrams.
4	A written response against relevant the relevant zones and policies of the Mitchell Planning Scheme, as well as the General Decision Guidelines of Clause 65. This report is generally known as a town planning report.
5	Clause 54 Assessment regarding how the development responds to the standards and objectives of 'ResCode'



Other things to consider

Other considerations for an application of this nature may include:

- The impact on existing vegetation on the site and adjoining properties
- The impact that the build form may have on neighbourhood character and the streetscape.

Contact Us

Send us an email mitchell@mitchellshire.vic.gov.au

Give us a call [\(03\) 5734 6200](tel:(03)57346200) (option 3)
Monday to Friday, 9.00am – 5pm

Visit a planner Planning and Building Services Office
Level 1, 61 High Street, Wallan
Monday to Friday, 9.00am – 5pm