Checklist 8

Minor subdivision, minor buildings and works, painting or tree lopping in a Heritage Overlay

Pre-application discussion: Was there a pre-application meeting? Who with and when?

- [ ] Planning Officer: Date:
- [ ] Building surveyor: Date:
  Under building regulations, fences on corner allotments need to respond to safety in relation to vehicle sight lines and pedestrians.

Information Requirements

For all planning permit applications the following MUST be provided:

- [ ] A completed application form
- [ ] Signed declaration on the application form
- [ ] The application fee

Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

- [ ] Copy of title and any registered restrictive covenant.
  The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
- [ ] 3 copies of a plan drawn to scale and fully dimensioned showing:
  - [ ] The location, shape and size of the site.
  - [ ] The location of any existing buildings, including fences, and trees.
  - [ ] The location, height and design of the proposed building or works including details of proposed materials.
  - [ ] Any buildings to be demolished
  - [ ] An elevation of the proposed building.
  - [ ] The size and design of any proposed sign, including details of the supporting structure and any proposed illumination.
- [ ] A written description of the proposal including:
  - [ ] Any impacts on the significance of the heritage place.
  - [ ] How the proposal responds to any relevant local heritage policy set out in the scheme.
  - [ ] If lopping of a tree is proposed, the reason for the lopping, the extent of lopping and an arborist report.
- [ ] The proposed colour schedule and nature of any materials and finishes.

- [ ] A photograph of the area affected by the proposal including any building, outbuilding, fence, or tree which may be affected by the proposal.
- [ ] A photograph of the subject site and adjoining properties along the street frontage.
- [ ] If subdivision is proposed, the location, shape and size of the proposed lots to be created.
- [ ] If a sign is proposed:
  - [ ] The location, size and design of the proposed sign on the site or building.
  - [ ] The location and size of existing signage on the site including details of any signs to be retained or removed.

Note: If a proposal falls into more than one VicSmart class of application, the information requirements of each class apply and the corresponding checklists should be completed.