

# Construct a building or works in a rural zone

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

Planning Officer:

Date:

## 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.
- A description of the use of the land and the proposed buildings and works.
- 3 copies of a layout plan drawn to scale and fully dimensioned showing:
  - The boundaries and dimensions of the site.
  - Adjoining roads.
  - The location and use of buildings and works on adjoining land.
  - Relevant ground levels.
  - The layout of existing and proposed buildings and works.
  - All existing and proposed driveways, car parking, bicycle parking and loading areas.
  - Existing and proposed landscape areas.
  - All external storage and waste treatment areas.
- Elevation drawings to scale showing the height, colour and materials of all proposed buildings and works.
- A photograph of the building or area affected by the proposal.

**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.

**As part of the application process you are encouraged to make contact with a Planning Officer prior to lodging your application with Council. Council officers can provide advice to applicants on whether the proposal is generally consistent with the Macedon Ranges Planning Scheme.**

**Council officers will also aim to assist applicants to become fully aware of the expected standard and extent of documentation they are required to provide with their application to reduce the need for Council to request further information. Please note that if the application is not up to an acceptable standard it will be returned.**

**A Town Planner is available at Council's Gisborne Office, located at 40 Robertson Street, to discuss your proposal between 8.30am to 5pm Monday to Friday or you may choose to contact Statutory Planning on (03) 5421 9691.**