

## Construct a building or works in a zone (other than 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, height and use of buildings and works on adjoining land.
  - Relevant ground levels.
  - Any contaminated soils and filled areas, where known.
  - 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.
  - The location of easements and services.
- 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.
- A written statement describing the proposal and if relevant:
  - The built form and character of adjoining and nearby buildings.
  - Heritage character of adjoining heritage places.
  - Ground floor street frontages, including visual impacts and pedestrian safety.
- A written statement describing whether the proposed buildings and works meet:
  - The number of car parking spaces required under Clause 52.06 - Car parking or in the schedule to the Parking Overlay under Clause 45.09.
  - The loading requirements under Clause 52.07.
  - Any development requirement specified in the zone or the schedule to the zone.
- Any relevant requirement in an approved development plan or incorporated plan for the land.
- Any other information specified in the schedule to the zone.

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- For land in a residential zone, a written statement, plan or diagram showing how the proposal meets:
- The requirements in the following standards of Clause 54:
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- A10 Side and rear setbacks.
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- A11 Walls on boundaries.
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- A12 Daylight to existing windows.
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- A13 North-facing windows.
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- A14 Overshadowing.
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- A15 Overlooking.

If a schedule to the zone specifies a requirement of a standard different from a requirement set out in the Clause 54 standard the schedule to the zone applies.

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**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.