

# Construct a building or works in an overlay

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

- |   |       |
|---|-------|
| <input type="checkbox"/> Planning Officer:  | Date: |
| <input type="checkbox"/> 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, length, height and design of the proposed buildings and works including details of materials.
  - The location of any existing buildings, including fences and trees.
  - For land in a Neighbourhood Character Overlay, any buildings proposed to be demolished.
- For land in a Neighbourhood Character Overlay, a written description of the proposal including:
  - The built form and character of adjoining and nearby buildings.
  - How the proposal responds to the key features and objectives specified in the schedule to the overlay.
  - If demolition is proposed, the reason for the demolition.
  - How the proposal meets the requirements of Clause 54.02-1, 54.02-2, 54.03-1, 54.03-2, 54.03-3, 54.03-4, 54.04-1, 54.04-2, 54.04-3, 54.04-4, 54.06-1, 54.06-2, including any Clause 54 modification specified in the schedule to the overlay.
- For land in a Design and Development Overlay, a written description of the proposal including:
  - How the proposal responds to the design objectives specified in a schedule to the overlay.
  - How the proposal meets the requirements specified in a schedule to the overlay.
  - The built form and character of adjoining and nearby buildings.
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- For land in an Erosion Management Overlay, information showing:
  - The extent of any proposed earthworks.
  - The means proposed to stabilise disturbed areas.
- For an application under the Salinity Management Overlay, written advice including plan references and any conditions from the referral authority demonstrating that the referral authority has considered the proposal for which the application is made within the past three months and does not object to the granting of the permit for 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.

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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.