Checklist 1:

**PLANNING PERMIT APPLICATIONS WITHIN A RESIDENTIAL AREA**

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| For all planning applications the following MUST be provided: |
| [ ]  | An Application form completed and signed. |
| [ ]  | The prescribed application fee. |
| [ ]  | A full current copy of Title for the land showing the plan of subdivision and current ownership details (a recent Title search carried out within 3 months). [www.land.vic.gov.au](http://www.land.vic.gov.au) |
| [ ]  | Full copy of instrument and transfer if a registered restrictive covenant, restriction, and/or Section 173 agreement applies to the land. |

In addition to the information required above for all planning applications, the following must be provided (as appropriate):

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| [ ]  |  | Three (3) copies of existing condition plans drawn to a scale of 1:100 or 1:200 and fully dimensioned. The plan must show: |
|  | [ ]  | The location of all existing buildings, structures, and trees/vegetation. |
|  | [ ]  | Internal building layout for existing buildings and structures. |
|  | [ ]  | The location and layout of driveways and car parking areas. |
|  | [ ]  | Contours/site levels. |
|  | [ ]  | The location of effluent disposal system (for non-sewered properties). |
| [ ]  |  | Three (3) copies of a proposed site plan drawn to a scale of 1:100 or 1:200 and fully dimensioned. The plan must show (as appropriate): |
|  | [ ]  | The location of existing buildings on adjacent properties (including nominated setbacks from common boundaries to the subject site). |
|  | [ ]  | The location of existing and proposed buildings. |
|  | [ ]  | Any existing or proposed earthworks. |
|  | [ ]  | Location of existing individual trees within 10 metres of all proposed buildings, structures and excavations. |
|  | [ ]  | All trees to be removed and those to be retained. |
|  | [ ]  | The setback of the buildings and works from title boundaries. |
|  | [ ]  | Details and location of any car parking structures, areas (delineate individual spaces) and access ways. |
|  | [ ]  | Details and location of proposed landscaping areas. |
|  | [ ]  | Details and location of any external lighting proposed. |
| [ ]  |  | Three (3) copies of Floor and Elevation Plans drawn to a scale of 1:100 or 1:200 and fully dimensioned. The plan must show: |
|  | [ ]  | Floor plans of the proposed buildings and structures and any existing buildings to be retained. |
|  | [ ]  | Natural ground levels and finished floor levels (to Australian Height Datum). |
|  | [ ]  | Wall heights and overall building heights for each elevation (including internal floor and ceiling heights). |
|  | [ ]  | External colours, finishes and materials. |
| [ ]  |  | 1 copy of all submitted plans in A3 size suitable for photocopying. |
| [ ]  |  | A written submission detailing how the proposal responds to provisions of the relevant zone, overlays (i.e. Heritage), particular provisions and local planning policies of the Macedon Ranges Planning Scheme (as appropriate). |
| [ ]  |  | Where there are existing trees on the subject site or trees on adjoining properties within 10 metres of future buildings and works, a report from aborist must be obtained and submitted. This report must provide the following details: |
|  | [ ]  | The species, height, girth, canopy width and approximate age of the tree/s to be removed and retained. |
|  | [ ]  | A statement regarding the health, structure and vigour of the tree/s. |
|  | [ ]  | Comments in relation to the future health of trees (how will trees to be retained be protected) |
|  | [ ]  | A recommendation based on all of the above. |
| [ ]  |  | For proposals requiring the removal of 10 or more trees (and/or the removal of understorey vegetation which is considered as significant remnant vegetation) a Flora and Fauna and Net Gain Assessment prepared by a suitably qualified professional (in accordance with the State Government’s Native Vegetation Management Framework) will be required to calculate appropriate offset planting requirements. |
| [ ]  |  | A detailed description of all components of the proposal (i.e. buildings and works, change of land use or activities on the land, vegetation removal etc). For all proposals involving non-residential uses, an outline of the existing and/or proposed hours of operation, number of staff and customers, provisions of car parking spaces (number, location and justification for a car parking waiver/reduction if required) and advertising signs. |
| [ ]  |  | For non-sewered land a Land Capability Assessment prepared by an appropriately qualified professional must be provided which demonstrates that the land is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970. Note: Such an assessment may also be required for an extension to a dwelling (depending on the extent of the extension and room types). Please discuss such proposals with a Statutory Planning Officer and Environmental Health Officer for further guidance. |
| [ ]  |  | For new dwelling applications on non-sewered land within an Environmental Significance Overlay – Schedule 4 or 5 and a detail written response on how the proposal satisfies State Policy – Planning permit applications in open, potable water supply catchment areas. Note: Such an assessment may also be required for an extension to a dwelling (depending on the extent of the extension and room types). Please discuss such proposals with a Statutory Planning Officer and Environmental Health Officer for further guidance. |
| [ ]  |  | For a buildings and works application affected by a Bushfire Management Overlay associated with Accommodation (including a Dependant Persons Unit) or other use in the overlay, such an application must address the requirements of the overlay, unless exempt. |
| [ ]  |  | For building and works application affected by the Erosion Management Overlay must provide a Soil and Water Report, which shall address how soil and water impacts are going to be managed, so that the water quality of the Malmsbury Reservoir is not affected.The report shall demonstrate: |
|  |  | [ ]  | The capacity of all drainage infrastructure to service the development. |
|  |  | [ ]  | The methods for the treatment and retardation of all stormwater. |
|  |  | [ ]  | The methods for sediment control |

Pre-application meetings are recommended as a part of the application process. 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.

To arrange an appointment for a pre-application meeting with a Statutory Planning Officer contact the Statutory Planning Unit Directly on (03) 5421 9699.

**Please note that:**

* **If the application is not up to an acceptable standard it will be returned.**
* **A Cultural Heritage Management Plan may be required under the provisions of the *Aborignal Heritage Act 2006*. If so, Council is unable to process your application further until the required documentation has been submitted to Council to show that the Act has been satisfied. Refer to the relevant section on Council’s website (**[**www.mrsc.vic.gov.au**](http://www.mrsc.vic.gov.au)**) for further information.**

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| **Office Use Only** |
|  | **Counter Enquiry** | **Pre Application** | **Lodgement** |
| **Date** |  |  |  |
| **Officer** |  |  |  |

***Disclaimer:***

***Note these requirements are intended as a guide for applicants only and may vary depending on the extent of the proposed development. This list of information to be provided is not exhaustive and is compiled without the benefit of a site inspection or referrals which might reveal other material constraints and / or considerations. Additional items may be required to enable a proper consideration of an application. Council reserves the right to request additional information pursuant to Section 54(1) of the Planning and Environment Act (1987)***

***Please include this completed checklist with your application.***