Checklist 10:

**PLANNING PERMIT APPLICATION TO REMOVE OR VARY A RESTRICTION ON A LAND TITLE**

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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:

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| [ ]  |  | A written description detailing whether the application seeks to totally remove, partly remove or vary the restriction, including the reference number of the restriction (i.e. covenant) as shown on the land title. In the event you wish to vary the restriction specify word for word the new wording sought. You may also choose to submit additional documentation such as plans or photos to further support your application. |
| [ ]  |  | A written submission detailing how the proposal responds to provisions of the relevant zone, overlays, particular provisions and local planning policies of the Macedon Ranges Planning Scheme (as appropriate). |
| [ ]  |  | A complete list of beneficiaries to the restriction. |

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

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.**
* **An objection is received from a beneficiary or adjoining property Council’s Statutory Planning Unit is most likely to refuse the application.**

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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.***