Checklist 8:

**PLANNING PERMIT APPLICATION FOR A DAM**

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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 a site plan 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. |
|  | [ ]  | The location and layout of driveways and car parking areas. |
|  | [ ]  | The location of existing buildings on adjacent properties (including nominated setbacks from common boundaries to the subject site). |
|  | [ ]  | Contours/site levels. |
|  | [ ]  | All other property dams, waterways, springs and drainage lines. |
|  | [ ]  | The location of the proposed dam. |
|  | [ ]  | Location of existing individual trees within 10 metres of the proposed dam, including trees to be removed. |
| [ ]  |  | Three (3) copies of a Cross Section Plan drawn to a scale of 1:100 or 1:200, which indicates the width, length, depth, height and slope of the dam.  |
| [ ]  |  | 1 copy of all submitted plans in A3 size suitable for photocopying. |
| [ ]  |  | A written submission detailing why the dam is required and how it responds how to the provisions of the relevant zone, overlays, particular provisions and local planning policies (Clause 22.08 Dams) of the Macedon Ranges Planning Scheme (as appropriate). |
| [ ]  |  | Calculation showing the capacity of the dam. |

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.***