



Property details		
Lot No:	Unit No:	Street No:
Street name:		Suburb:
Proposed development		
Description of proposed works and/or land use:		
Existing land use (if change of use proposed):		
Cost of proposed development (excluding GST): \$		
Estimated time of completion:		
Owner details		
Name:	Name:	
Signature:	Signature:	
Date:	Date:	
Postal Address:		
Phone: Home:	Mobile:	
Email:		
Contact person for correspondence:		
<b><i>This application will <b>not</b> proceed without the signature of <b>all</b> the owners. For the purposes of signing this application an owner(s) includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i></b>		
Applicant details (if different from owner)		
Name:		
Postal Address:		
Phone: Home:	Mobile:	
Email:		
Contact person for correspondence:		
<b><i>If the development application is required to be advertised as part of the assessment process it shall be done so in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 64(5).</i></b>		
<b><i>Please note that the information and plans provided with this development application will be made available on the City's website if required to be advertised for comment</i></b>		
OFFICE USE ONLY		
Planning Fees	Date:	Amount: \$
Reference	File No.:	Receipt No.:

To reduce potential delays associated with incomplete applications applicants are required to check their application against the following checklist to verify that the correct level of information has been provided. The City takes no responsibility for delays associated with incomplete applications.

Two copies of each plan are required to be provided.

Written justification is to be provided for all variations proposed as to how you believe the applicable criteria/design principles are satisfied.

It should be noted that further information may be required as a result of the City's assessment and/or concerns being received during any advertising undertaken.

	Patio, Outbuilding, Fencing, Retaining Wall	Carport, Garage	Additions to Building	New Ancillary Accommodation	New Single Dwelling	Change of Use	New Commercial/Industrial Building	Home Business	Notes
<b>Application Form</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Check with the City's Planning department whether an MRS Form 1 and/or the City's Application Form 1 is required
<b>Fee</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	If the City refers the application to a Consultant to assist with its assessment the applicant will be billed for this
<b>Certificate of Title</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
<b>Site Plan drawn to a 1:100 scale</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
<b>Elevations drawn to a 1:100 scale</b>	Yes	Yes	Yes	Yes	Yes	Only if external changes proposed (e.g. new signage)	Yes	No	
<b>Site survey plan prepared by a licensed land surveyor</b>	Yes, for proposed retaining walls. No for patios, outbuilding and fencing unless existing levels are changing	If the existing levels are changing.	Yes	Yes	Yes	No	Yes	No	May be requested for any proposal if the existing and proposed finished levels are not clear.

	Patio, Outbuilding, Fencing, Retaining Wall	Carpport, Garage	Additions to Building	New Ancillary Accommodation	New Single Dwelling	Change of Use	New Commercial/ Industrial Building	Home Business	Notes
<b>Separate Floor Plan drawn to a 1:100 scale</b>	No – To be combined on the site plan	No – To be combined on the site plan	Yes	Yes	Yes	Yes	Yes	Yes – Highlight on the floor plan which areas are to be used for the home business	
<b>Signage details form</b>	No	No	Only if new signage proposed for an industrial/ commercial building	No	No	Only if new signage is proposed	Only if new signage is proposed	Only if new signage is proposed	
<b>Home business details form</b>	No	No	No	No	No	No	No	Yes	
<b>Operation details</b>	No	No	No	No	No	Yes	Yes	Yes	Type of use, hours of operation, number of staff etc
<b>Top and bottom of wall heights</b>	If retaining walls proposed	If retaining walls proposed	If retaining walls proposed	If retaining walls proposed	If retaining walls proposed	No	If retaining walls proposed	No	
<b>Bushfire Attack Level (BAL) Assessment</b>	No	No	No	Required for lots >1,100sqm within a bushfire prone area	Required for lots >1,100sqm within a bushfire prone area	Required for lots >1,100sqm within a bushfire prone area	Required for lots >1,100sqm within a bushfire prone area	No	A BAL assessment may still be required as part of the building permit application for additions to buildings.
<b>Proposed and existing finished floor/ground levels on site plan and elevations</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	
<b>Overshadowing diagram</b>	No	No	Yes, if the adjoining properties are likely to be impacted by overshadowing	Yes, if the adjoining properties are likely to be impacted by overshadowing	Yes, if the adjoining properties are likely to be impacted by overshadowing	No	No	No	

	<b>Patio, Outbuilding, Fencing, Retaining Wall</b>	<b>Carpport, Garage</b>	<b>Additions to Building</b>	<b>New Ancillary Accommodation</b>	<b>New Single Dwelling</b>	<b>Change of Use</b>	<b>New Commercial/Industrial Building</b>	<b>Home Business</b>	<b>Notes</b>
<b>Existing and proposed crossovers</b>	Only if a new crossover is proposed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
<b>Existing street trees, side entry pits and street poles</b>	Only if a new crossover is proposed	Yes	Yes	Yes	Yes	Only if a new crossover is proposed	Yes	Only if a new crossover is proposed	
<b>Existing and proposed fencing location and height</b>	Yes	Yes	Yes	Yes	Yes	Only if new fencing is proposed	Yes	Only if new fencing is proposed	
<b>Lot boundaries on site and floor plans</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
<b>Colours and material schedule</b>	Only if the property is State Heritage listed	Only if the property is State Heritage listed	Yes	Only if the property is State Heritage listed	Yes	No	Yes	No	
<b>Traffic impact assessment</b>	No	No	No	No	No	Yes if a proposed shortfall in the required amount of car parking.	Yes if a proposed shortfall in the required amount of car parking.	No	
<b>Acoustic report</b>	No	No	Yes, if nearby properties are likely to be impacted by noise	No	No	Yes, if nearby properties are likely to be impacted by noise	Yes, if nearby properties are likely to be impacted by noise	No	Contact the City's Environmental Health department if you have any queries
<b>Landscaping plan</b>	No	No	Yes if changes are proposed to the car parking area and/or landscaped areas on an industrial/commercial property	No	No	Yes if changes are proposed to the car parking area and/or landscaped areas on an industrial/commercial property	Yes	No	