



Have you
CHECKED
the **LIST?**

City of Darebin
Planning
8470 8850
www.darebin.vic.gov.au

A Planning Permit may be required to demolish, construct or extend a new dwelling or build more than one dwelling on a lot. You should contact the City of Darebin to establish if you require a Planning Permit.

CHECKLIST FOR APPLICATIONS

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application, we encourage you to contact Council.

For all Planning Applications the following must be provided:

- an Application Form completed and signed
- a complete copy of Title for the land showing the Registered Search Statement and the Plan of Subdivision. The copy of Title must be clear and legible and have been produced within the previous three months
- full copy of instrument and transfer, and a full, clear legible copy of the covenant if a registered restrictive covenant applies to the land
- the prescribed application Fee

In addition to the information required above for all planning applications, the following should be provided in accordance with the *Electronic Lodgement Guidelines*:

- one copy of fully dimensioned plans and elevations at preferred scales of 1:100 or 1:200 showing the following (as appropriate):
 - the boundaries and dimensions of the site
 - the proposed development including floor plans, elevations and a streetscape elevation

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- details of the adjoining properties, including any structures and windows located within 4.0 metres of the common boundary with the site, shown on all floor plans
- a graphical representation of the proposed external materials and finishes
- proposed landscaping shown on the ground floor plans
- shadow diagrams showing the shadow cast by existing structures, buildings, fences and the proposed development

The shadow diagrams be prepared on a plan showing the site, adjoining properties and the shadows cast on the September 22 at 9am, 10am, 2pm and 3pm

- a Neighbourhood and Site Description (as described in Clause 54 or 55 as appropriate in the planning scheme) may use a site plan, photographs or other techniques and must accurately describe:
 - in relation to the neighbourhood:
 - the built form, scale and character of surrounding development including front fencing
 - architectural and roof styles
 - the location of any trees including the size of their canopy
 - any other notable features or characteristics of the neighbourhood
 - in relation to the site:
 - site shape, size, orientation and easements
 - levels of the site and the difference in levels between the site and surrounding properties. New dwellings are to have levels shown to Australian Height Datum (AHD)
 - location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site
 - the use of surrounding buildings
 - the location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres
 - solar access to the site and to surrounding properties



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- location of significant trees existing on the site and any significant trees removed from the site in the 12 months prior to the application being made, where known
- any contaminated soils and filled areas, where known
- views to and from the site
- street frontage features such as poles, street trees and kerb crossovers
- any other notable features or characteristics of the site
- a design response (as specified in the planning scheme) which must explain how the proposed design:
 - derives from and responds to the neighbourhood and site description including any applicable Neighbourhood Character Statement
 - meets the objectives of Clause 54 or 55 of the planning scheme (as appropriate)
 - responds to any neighbourhood character features for the area identified in a local planning policy or a neighbourhood character overlay
 - addresses any streetscape elevation issue
- details of external colours, materials and finishes
- streetscape elevations showing the proposal in context to each neighbouring property
- a traffic impact assessment for larger developments where the car parking requirements under Clause 52.06 of the Darebin Planning Scheme have not been provided
- an Environmentally Sustainable Design Assessment for developments that include five or more dwellings. Refer to www.darebin.vic.gov.au/esd for further information

Disclaimer:

Please note this Checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after lodgement.

Note:

Other controls in the planning scheme may affect your proposal. Please check the planning scheme requirements before submitting a planning application by visiting the City of Darebin website at www.darebin.vic.gov.au/planning or contacting Council's Planning Team between 8:45am to 4:45pm, Monday to Friday on 8470 8850.

