

PLANNING PERMIT CHECKLIST



BUILDING & CONSTRUCTION ADVISORY

ADMINISTRATIVE DOCUMENTS

Document	Details	Tickbox
Application Form	Application to Council for a Planning Permit.	
Certificate of Title (<i>within last 3 months</i>)	Includes plan of subdivision, covenants, easements, Section 173 Agreements.	
Written Statement	A detailed letter summarising the proposal, describing how the development is consistent with any relevant policies in the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.	
Neighbourhood and Site Description	<p>Completed by the Architect/ Draftsperson, or Town Planner, this is a document that describes the pattern of development in the area and features of the site as it currently stands.</p> <p>A Neighbourhood and Site Description and Design Response in accordance with Clause 54 and 55 of ResCode included in the Local Councils Planning Scheme.</p> <p>The neighbourhood and site description plan should include a minimum of two properties either side of the subject site, those properties at the rear and those on the opposite side of the street. Photographs of these properties should also be submitted.</p> <p>The Design Response must show how the design respects the existing / preferred neighbourhood character and respond to the opportunities / constraints of the site.</p>	
Cover Letter	Brief written description of what the proposal involves, type of business/activity conducted on-site, number of employees, hours of operation which may be applicable in this instance.	
Section 173 Agreements	A copy of any registered covenants, restrictions or Section 173 Agreements if they apply to the land (these will be indicated on your Certificate of Title).	
Proposed Cost of Works	Required for the assessment of development fees payable.	



DESIGN DOCUMENTS

Document	Details	Tickbox
Architect/ Draftsperson Drawing's	<p>A Site Plan with a minimum scale of 1:500, including the following:</p> <ul style="list-style-type: none"> • colourised • all built form (i.e. dwellings, sheds, garages, driveways, etc) • all vehicle access, driveways, vehicle crossings, number of car parking spaces and location of loading bays • all vegetation on the site • the dimensions of the site's boundaries • the distance between all built form and the site's boundaries • site levels (note: if the subject site is within the Land Subject to Inundation Overlay, Flood Overlay or Special Building Overlay, levels will need to be provided to Australian Height Datum) • Shadow diagrams prepared for the equinox (21 March - 23 September) at 9:00am, 12 noon and 3:00pm. • location of neighbouring dwellings and associated buildings • any easements on the subject site • any proposed landscaping • Details of height, design and location of all fences. • Details of the size, location and type of any advertising signs proposed. This plan must show dimensions and be drawn to scale. • a north arrow • adjoining roads • External storage and waste treatment areas (if applicable) <p>Floor Plans with a minim scale of 1:100 or 1:200, including the following:</p> <ul style="list-style-type: none"> • colourised • the internal layout of all built form • the dimensions of all windows, external and internal walls • the purpose of each room notated • all finished floor levels. <p>Elevation Plans including the following:</p> <ul style="list-style-type: none"> • colourised • the floor and ceiling levels of the proposed development • the maximum wall and building height of the proposed built form above natural ground level • the maximum and minimum heights of any walls • the average heights of any walls along boundaries of the subject site • any proposed cut and/or fill dimensioned above or below natural ground level • a colour and materials schedule • A streetscape elevation, drawn to an appropriate scale, depicting the proposed development within the streetscape showing the correct height of the dwellings for two properties either side of the proposed development site • Colourised Perspectives from multiple angles <p>Demolition Plan (If Appropriate)</p>	
Landscaping Plan	Full details of all landscaping, including the type and location of all plants and the type of ground surface treatment, (that is: lawn, chipbark, pavers, footpath etc.)	

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SUPPLEMENTAL DOCUMENTS

Document	Details	Tickbox
Traffic Management Plan	A Report detailing the manner in which Traffic accesses the Property when completed and the impact this could have on local roads.	
Waste Management Plan	A Report detailing the manner in which the proposed development will impact local Waste Management, or the manner in which Waste is managed with regard to the impact this could have on local roads.	
Feature and Level Survey	Includes contours, topography, trees, buildings, utilities, boundaries — typically done by a licensed land surveyor.	
Receipts	<ul style="list-style-type: none"> Application Fee Metropolitan Planning Levy Certificate (<i>If Required</i>) 	
Arboricultural Report	Identifies existing trees, their condition, retention value, and protection zones.	
Ecologically Sustainable Development Report	A document that demonstrates how a building or development project meets the principles of sustainable development.	
Tree Management Plan	A document that outlines the strategies to be adopted for the project that will see the trees of significance protected throughout the course of the works.	
Environmental Site Assessment	Identifies contamination risk (especially on former industrial/commercial sites).	
Cultural Heritage Management Plan (CHMP)	Required in certain overlay areas under the Aboriginal Heritage Act.	
Urban Planning Report	A planning report that assesses the potential impact of a proposed development on a specific area, considering factors like zoning, overlays, and environmental impact	