

## General Planning Application Checklist

To ensure that we can process your application as quickly as possible, please read the checklist and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application, the Planning Department encourages you to arrange a Pre-Application Meeting with a planner.

- A completed **Application for Planning Permit Form** showing the correct address of the land, an accurate description of your proposal, signed and dated. (Download from [www.sthgrampians.vic.gov.au](http://www.sthgrampians.vic.gov.au))
- The prescribed **Application Fee** (schedule of fees and charges available at [www.sthgrampians.vic.gov.au](http://www.sthgrampians.vic.gov.au))
- A full and current copy of the **Certificate of Title** for the land, retrieved within the last 30 days (available online from <https://www.landata.vic.gov.au/tpc/>) and including:
  - Title page/s indicating current owner
  - Lot plan
  - Full copy of Covenants, Section 173 agreements and/or Restrictions registered on the title
- A **Covering Letter/Written Submission** explaining the following:
  - The purpose of the application and the types of activities which will be carried out
  - The likely effect (if any) on adjoining land
  - How the proposal complies with the Planning Scheme
  - Any additional information you think is relevant to your proposal
- 3 Copies** of fully dimensional **plans** drawn to scale (one must be at A4 or A3 size), showing:
  - Boundaries, dimensions and area of the site, including adjoining roads, easements, relevant ground and floor levels (AHD\*), contours, waterways and orientation
  - Location of existing and proposed buildings and works, including setbacks from boundaries and site features
  - Existing vegetation to be removed and retained
  - Floor plan of proposed buildings
  - Access to the site (existing and proposed)
  - Location of buildings and notable features on adjoining properties
  - Full elevations of proposed buildings including external materials and colours of all buildings and works and building heights
- Cultural Heritage Management Plan (CHMP)** – if required

If further information is required the Shire will send you a Request for Further Information Letter, in accordance with Section 54 of the Planning & Environment Act 1987, depending on what the application is for as each application will have different requirements.

The list above is the minimum documentation that is required by Council before your application can be initially assessed. Please see specific checklists that relate to your planning application.

Should you have any further enquiries please contact the Southern Grampians Planning Department on (03) 5573 0204 or via email [planning@sthgrampians.vic.gov.au](mailto:planning@sthgrampians.vic.gov.au)