

Planning Application Checklist – Creating Access to a road in the Transport Network Zone

Use this information as a guide to complete your application for a planning permit for the creation of alteration of access, or the subdivision of land adjacent to a Transport Network Zone. For more information on this type of application, refer to Clause 52.29 of the South Gippsland Planning Scheme.

Considerations that may affect you application

When making a decision on an application of this nature, Council will generally consider:

- The planning controls that apply to the site.
- The planning policy framework found within the South Gippsland Planning Scheme.
- The views of the relevant referral agency (Department of Transport and Planning).

Please note Clause 52.29 is not only applied when there is a new access proposed, or a physical change to an existing access, but also applied when there is a change to the use or development that may change the type or quantity of traffic in and out of a site.

Documents to submit with your application

Council requires certain information to be provided with your application in order to properly assess it. To ensure that your application can be processed quickly and efficiently, it is important that you provide the following documentation:

Document	
1	A planning permit application form (completed, dated and signed).
2	A current copy of the Certificate of Title for the land that shows current ownership details, in addition to a Title Plan (all title information must be no older than 60 days). Recent title information can be downloaded from https://www.landata.vic.gov.au (a small fee applies).
3	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).



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Document

- 4 Copy of a fully dimensioned Site Plan drawn to scale showing:
 - Boundaries and dimensions of the site.
 - Adjoining roads and vehicle access points.
 - Location of new proposed driveway(s) and crossover works.
 - Dimension of driveways, crossovers, vehicle parking areas, loading bays, if any.
- 5 Floor Plans and Elevations of all proposed building(s) and works, drawn to scale.
- 6 A plan showing the layout of the proposed subdivision (only required if subdividing land).
- 7 Recent photograph(s) of the site including any proposed crossover location.
- 8 Further documents and a written response against the relevant zone, overlays or other planning policies may be required to assess your planning application and assist Council in making a timely decision.

Other considerations for an application of this type may include:

- The impact on existing vegetation in the road reserve.
- The impact from the use and/or development on generation of traffic and road safety.
- The location of adjoining property access.

If you wish to speak further with a planner prior to submitting your application, please contact our planning team.

Contact Us

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