

Planning Application Checklist – Single-dwelling development or alterations

Use this information as a guide to complete your application to use the land or construct or extend a single dwelling on a lot.

In these instances:

- 'Construction' of a dwelling means to construct a new dwelling.
- An 'extension' is considered an increase to the floor area of the existing dwelling, such as adding an extra room or wing to a dwelling, or something such as building a garage or pergola.
- An 'alteration' is generally considered making an internal or external change to an existing dwelling.

Considerations that may affect your 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 Shire Planning Scheme.
- The suitability of the proposed development in response to the site and neighbourhood character of the area.

Documents to submit with your application for a planning permit

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).



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Document

- 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).
- 4 Copy of a fully dimensioned Site Plan drawn to scale showing:
 - Boundaries and dimensions of the site.
 - Adjoining roads and vehicle access points.
 - Relevant ground levels of the site.
 - Location of new proposed building(s) and works.
 - Location and dimension of driveways, vehicle parking areas, loading bays, if any.
- 5 A copy of the Floor Plan and Elevations of the proposed building(s) and works drawn to scale. If the proposal is an alteration to an existing building, additional plans showing existing conditions.
- 6 Recent photograph of the site.
- 7 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. If you know why a planning permit is required, please review the relevant 'application requirements' under the applicable zone or overlay:

South Gippsland Planning Scheme | South Gippsland Shire Council

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

Other things to consider

Other considerations for an application of this nature may include:

- The impact on existing vegetation
- The impact that the built form may have on surrounding neighbourhood character and the streetscape.

Contact Us

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