

Documents required to be submitted with all planning applications

When applying for a planning permit, you will need to include the following documents:

- Completed and signed application form.
- A current copy of title, dated no older than 60 days from the date of lodgement of your application including:
 - I. Register Search Statement page.
 - II. The plan of subdivision of the allotment.
 - III. Copies of any restrictions, agreements, covenant or caveats that may be listed on the certificate of title.
- Development plans, drawn to scale and fully dimensioned including:
 - i. Site plan showing all title boundaries and it's dimensions, all built form and features including vegetation and waterways, the proposed building and the setback distance to two property boundaries.
 - ii. Floor plans of the structure.
 - iii. Elevation plans showing, appropriate labels (i.e. north, south, east and west), the total height of the building from the natural ground level, a schedule of colours and finishes, doorways and windows.

Below these application requirements are set out with some examples.

'Certificate of Title' and 'Plan of Subdivision'

You will need to provide a copy of the *Certificate of Title* and *Plan of Subdivision* for the subject site. You will also need to provide copies of any restriction(s) listed on the Certificate of Title. These documents must be obtained and dated within no more than 60 days prior to lodgement and are available from

landata.vic.gov.au

Written summary

You will need to provide a detailed cover letter summarising your proposal. This should include, but not necessarily be limited to, the purpose of the proposal and its intended uses.

Site plans

You will need to provide a site plan. This is an impression of the subject site both currently and with the proposed development, taken from a bird's-eye view, including the following detail:

- All built form (i.e. dwellings, sheds, garages, driveways, etc).
- 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 or Special Building Overlay, levels will need to be provided to Australian Height Datum).
- Location of neighbouring dwellings and associated buildings.
- Any easements on the subject site.
- Any proposed landscaping.
- Any fencing.
- A north arrow.

Contact Us:

Email:

council@southgippsland.vic.gov.au

Phone:

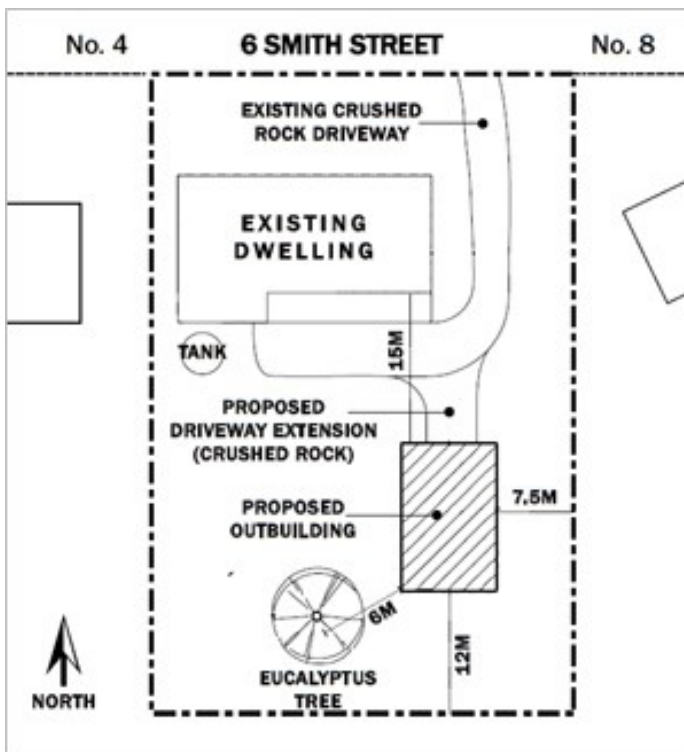
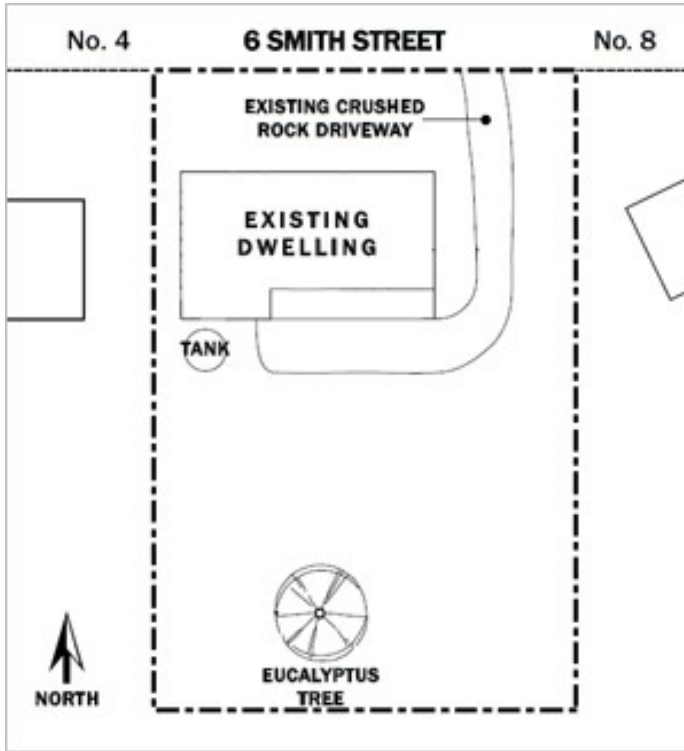
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South Gippsland
Shire Council

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Example site plans – Existing and proposed:

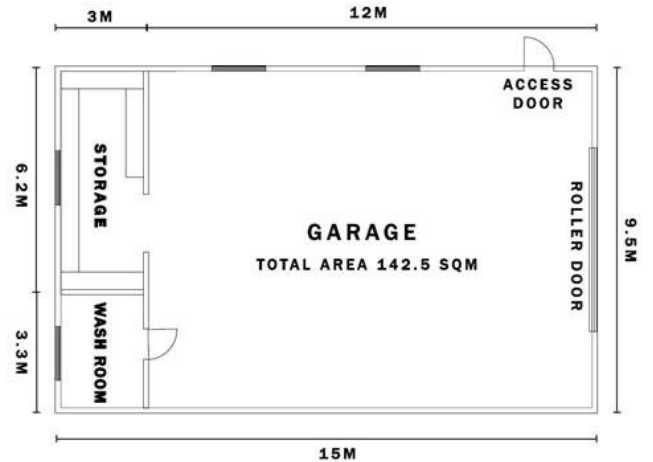


Floor plans:

You will need to include floor plans, which need to show the internal layout of both the existing and proposed development, taken from a bird's-eye view, and include the following detail:

- 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.

Example of a floor plan:



Evaluation plans:

You will need to include detailed elevation plans which show the proposed and existing built form from all four sides and should including the following detail:

- 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.

