

# Planning Application - Checklist 5 Buildings & Works in a Flood Overlay

*Disclaimer: This checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.*



## Introduction

This checklist applies to applications to construct or carry out works within a Special Building Overlay (SBO) or Land Subject to Inundation Overlay (LSIO). Other planning scheme controls may affect your proposal. Please check the planning scheme controls which apply to the land before submitting an application by visiting the Department of Environment, Land, Water & Planning website ([www.planning.vic.gov.au](http://www.planning.vic.gov.au)) or attending the Urban Planning counter at the Footscray Town Hall.

Note that recent updates to flooding data has encapsulated new/changed areas that may be subject to flooding. You should contact Melbourne Water to confirm if your site resides within an area such to flooding.

## Can I request a pre-application meeting with Council?

Council encourages applicants to meet with the Urban Planning branch before lodging an application. These meetings will assist in identifying any design issues early on in the process and may reduce or avoid the need for Council to request further information. For applications concerning buildings and works where the only permit trigger is flooding there is no need to book a pre-application meeting. Simply attend the Urban Planning Counter at the Footscray Town Hall where a Planner will assist you.

## What information do I need to provide with my application?

All applications must be accompanied by (at a minimum);

- A completed and signed application form.
- Plans, including Floor and Elevation Plans drawn to the Australian Height Datum (AHD).
- The application fee (refer to [fee schedule](#)).
- A legible full and copy of title (less than 3 months old), including plan(s) and any restrictions.

Failure to provide this information may result in your application being rejected or delayed.

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### How can I request a Title?

Titles can be obtained from Landata Victoria at [www.landata.vic.gov.au](http://www.landata.vic.gov.au). Select 'Order a copy of title or plan' from the popular searches menu and enter the street address. You must provide Council;

- The Registered Search Statement (Title) showing the lot number and owners details.
- The Copy of Plan (there may be multiple).
- Any Instruments(s), limited to Covenants, Caveats and/or Agreements.

### How do I submit my application?

Council's Planning Department operates '*paper free*'. We encourage all applications to be submitted online via Council's [online portal](#). Files larger than 10Mb should be separated and lodged as separate attachments.

### What do my plans need to show?

Plans generally need to be prepared by an Architect, Draftsperson or Building Designer. If the proposal is minor then you may be able to draw the plans yourself. All plans must be drawn to scale (preferably 1:100) and show the following (as relevant);

#### Site/Floor Plans

- A plan reference number, date and north point with title boundaries and dimensions of the site.
- A development summary which includes site area, site coverage, permeability and allocated areas of secluded private open space.
- Setbacks of all buildings (including existing) from all title boundaries.
- The layout (floor plan) of all buildings including all dimensions.
- Natural surface levels and levels to the AHD (Australian Height Datum).
- Finished floor levels of all dwellings.
- Areas of cut, fill, and any proposed retaining walls.
- Location of mailboxes, site services (electricity, gas, water metres, telecommunications infrastructure, fire prevention systems) clotheslines, external storage areas.
- Proposed fencing details, including transparency and heights.  
Please note, Under the *Fences Act 1968* the property owner and the neighbour are equally responsible for any dividing fence. The removal and/or replacement of a boundary fence is a civil matter that should be dealt with by the respective property owners.

#### Elevation Plans

- All elevations accurately depicting the slope of the land and indicating the differences between natural ground levels compared to proposed floor levels.
- Maximum building heights measured from the natural surface level.
- Maximum wall heights measured from the natural surface level.
- Finished Floor levels correctly dimensions to the AHD.
- Any Fencing details and schedule of finishes detailing materials and colours.

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### Photographs

- Council Officer's will generally undertake a site visit when assessing the application. If the works are proposed to the rear of the property or in an area not visible from the street, photographs should be provided to assist Council Officer's in undertaking a proper and full assessment.

### **Should I provide anything else?**

All applications for buildings and works in the SBO and LSIO will be referred to Melbourne Water for comment. You may wish to speak with Melbourne Water prior to submitting your application to Council.

If your application is subject to the SBO provisions only, and is accompanied by Melbourne Water's consent, the application will be assessed as a VicSmart application and will generally be processed in 10 business days.