

Planning Application - Checklist 3

Multi Dwelling Developments

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 two or more dwellings on a lot. A development must, amongst other matters, meet the requirements of Clause 55 (ResCode) of the Maribyrnong Planning Scheme. Other planning scheme controls may also affect your proposal (Heritage, Car Parking, etc). 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) or attending the Urban Planning counter at the Footscray Town Hall.

Can I request a pre-application meeting with Council?

Council encourages applicants to contact the Urban Planning Department before lodging an application to arrange a meeting. 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 multiple dwellings, Council requests that you send concept plans to it via email. A Planning Officer will review the application and be in contact to discuss your proposal either over the phone or in person.

Please be aware that the pre-application process is not designed to identify all potential issues with the proposal. While Council Officers aim to provide as much feedback as possible, comments from internal departments, external authorities or objections and a comprehensive assessment may result in necessary changes to the proposal.

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 a Neighbourhood and Site Description, Design Response, Floor Plans, Elevation Plans and Shadow Diagrams (where relevant).
- The application fee (refer to [fee schedule](#)).
- A legible and full 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.

Maribyrnong City Council - Urban Planning Department
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Planning Application - Checklist 3

Multi Dwelling Developments

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. Council is not able to accept documents via DropBox, One Drive (or similar). You can request a Council sharefile link by emailing urbanplanning@maribyrnong.vic.gov.au.

How can I request a Title?

Titles can be obtained from Landata Victoria at 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.

What information does a Neighbourhood and Site Description need to contain?

An application must be accompanied by a Neighbourhood and Site Description Plan under Clause 55.01-1 of the Maribyrnong Planning Scheme.

The Neighbourhood and Site Description Plan must to be to scale and appropriately dimensioned (preferably 1:100) and indicate the following:

- A plan reference number, date and north point.
- Pattern of development of the neighbourhood, including all abutting properties (including scale of the built form, heights of walls on boundaries and setbacks from site boundaries).
- Street frontage features such as poles, street trees, crossovers, front fences and any other infrastructure.
- The location of secluded private open space and habitable room windows of neighbouring properties which have an outlook to the site within 9 metres.
- The size, shape and boundaries of the site in relation to title dimensions (i.e. length & width).
- The location of easements (if any).
- Levels of the site and the difference in levels between the site and surrounding properties.
- Location of existing buildings on the site to be retained.
- Solar access to the site and to surrounding properties.
- Location of solar panels on adjoining and nearby properties.
- Location of any significant trees existing on the site or nearby properties.
- Location of local shops, public transport services and public open spaces.
- Any other notable features or characteristics of the site.

What information does a Design Response Plan need to contain?

A Design Response Plan as required by Clause 55.01-2 of the Maribyrnong Planning Scheme will be required. These plans must show the development in the context of adjacent buildings and how the proposal responds to the features of the neighbourhood.

Planning Application - Checklist 3

Multi Dwelling Developments

You must also provide a written assessment of the proposal against the requirements of Clause 55 of the Maribyrnong Planning Scheme and any other relevant policies (i.e. neighbourhood character or heritage policy).

What do my plans need to show?

Plans will need to be prepared by an Architect, Draftsperson or Building Designer. 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 (at a minimum) 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.
- Location of any habitable room windows and private open space areas on adjoining properties within 9 metres of the subject site.
- Details of all areas of Private Open Space, including Secluded Private Open Space where a minimum dimension of 3 metres is achieved including square metre calculations.
- Natural surface levels and levels to the AHD (Australian Height Datum) or RL (Relative Level).
- Finished floor levels (FFL) of all dwellings.
- A 'garden area plan', consistent with the terminology of garden area at Clause 73.01 of the Maribyrnong Planning Scheme.
- Areas of cut, fill, and any proposed retaining walls.
- Location and dimensions of existing and proposed crossovers and car parking spaces (clearly allocated to each dwelling and any visitor parking areas if required).
- Location of mailboxes, site services (electricity, gas, water metres, telecommunications infrastructure, fire prevention systems) clotheslines and external storage areas (cubic metres).
- Proposed boundary and front fencing details.

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.
- Sill heights of habitable room windows on levels above ground floor.
- Details of window types (e.g., awning, sliding, obscured etc.)
- Finished Floor levels (FFL) correctly dimensions to the AHD or RL.
- Any fencing details and schedule of finishes detailing materials and colours.

Planning Application - Checklist 3

Multi Dwelling Developments

Shadow Plans

- Shadow diagrams for the equinox (22 September) demonstrating shadows cast at hourly intervals between 9am and 3pm.
- The shadow diagrams must show the existing shadow cast by existing buildings and fences, and the proposed shadows cast by the proposed new buildings.
- The shadow diagrams must document either visually or in a table the additional shadow cast (in square metres) by the proposed buildings based on current conditions.
- Vegetation should be excluded from all shadow diagrams.
- Where present, shadow diagrams should also indicate any impacts on the solar panels of adjacent roofs with cross section diagrams at the equinox, summer and winter solstice.

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.

How much car parking do I need to provide?

Car parking rates are specified at Clause 52.06 of the Maribyrnong Planning Scheme, or in the relevant Parking Overlay (central Footscray only). Generally, each studio/one/two bedroom dwelling must be provided with one car space, while a three(+) bedroom dwelling must be provided with two car spaces. Studies, retreats or second living areas will generally be considered as bedrooms. If your development contains five or more dwellings you may also be required to provide car parking for visitors.

In areas well serviced by public transport, Council may consider a reduction of the above mentioned car parking requirements if alternative sustainable transport methods are proposed (e.g. bicycle parking). A permit is required to do so and you will need to demonstrate why a reduction in car parking is suitable for your development.

What other information do I need to provide?

For larger development (5 or more dwellings) you may also need to provide:

- Traffic Report.
- Waste Management Plan.
- Environmentally Sustainable Development (ESD) Report demonstrating how the development meets best practice ESD principles.
- Acoustic Report (if located near a main road, railway line or commercial/industrial area).