

Planning Application - Checklist 4 Buildings & Works (Excluding Dwellings)

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 to all non-residential buildings. 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) or attending the Urban Planning counter at the Footscray Town Hall.

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 to non-residential buildings, 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 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 Site Context and Description, Design Response, Floor Plans, Elevation Plans and Shadow Diagrams (where abutting residential land or open space).
- 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 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.

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 my Site Context and Description Plan need to contain?

An application must be accompanied by a Site Context and Description Plan. Such a plan needs 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 area, including all abutting properties (including scale of the built form, heights of walls on boundaries & frontage setbacks).
- Street frontage features such as poles, street trees, crossovers, fences and any other infrastructure.
- Where abutting residential land or public open space, 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 any 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.

You must also provide a written assessment of the proposal against the requirements of Zone or Overlay which affects the land and any other relevant policies (i.e. neighbourhood character or heritage policy).

What do my plans need to show?

Plans will generally be prepared by an Architect, Draftsperson or Building Designer. If the works are minor, 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);

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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 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 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, clotheslines, external storage areas.
- Proposed 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.
- Finished Floor levels correctly dimensions to the AHD.
- Any Fencing details and schedule of finishes detailing materials and colours.

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.

Do I need to provide anything else?

For larger developments (generally those exceeding 500 square metres) you may also need to provide;

- Waste Management Plan prepared by a suitably qualified person
- Acoustic Report prepared by an Acoustic Engineer
- Traffic Report prepared by a suitably qualified person
- Preliminary Environmental Assessment by a suitably qualified Environmental Assessor.