

Planning Application - Checklist 2

Single Dwelling on lots less than 300 square metres

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 a new dwelling, or extend an existing dwelling, on a lot less than 300 square metres. 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 single dwellings 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.

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 Neighbourhood and Site Description, Design Response, Floor Plans, Elevation Plans and Shadow Diagrams (where relevant).
- The application fee (refer to [fee schedule](#)).
- A legible full and current 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
Cnr Hyde and Napier Streets, Footscray
Postal Address: PO Box 58, Footscray VIC 3011
T: 9688 0200 E: urbanplanning@maribyrnong.vic.gov.au

Planning Application - Checklist 2

Single Dwelling on lots less than 300 square metres

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 Neighbourhood and Site Description Plan under Clause 54.01-1 of the Maribyrnong Planning Scheme.

The Neighbourhood and Site Description Plan needs to be drawn 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.
- 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.

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.

You must also provide a written assessment of the proposal against the requirements of Clause 54 of the Maribyrnong Planning Scheme and any other relevant policies (i.e. neighbourhood character or heritage policy).

Maribyrnong City Council - Urban Planning Department
Cnr Hyde and Napier Streets, Footscray
Postal Address: PO Box 58, Footscray VIC 3011
T: 9688 0200 E: urbanplanning@maribyrnong.vic.gov.au

Planning Application - Checklist 2

Single Dwelling on lots less than 300 square metres

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 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 within 9 metres of the subject site.
- 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, site services (electricity, gas, water metres, telecommunications infrastructure, fire prevention systems) 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 dimensioned to the AHD.
- Any Fencing details and schedule of finishes detailing materials and colours.

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.
- Shadows cast on any solar panels on adjoining properties at the equinox, summer and winter solstice. This should be shown with cross sections.

Planning Application - Checklist 2

Single Dwelling on lots less than 300 square metres

Photographs

- Council Officers 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 Officers in undertaking a proper and full assessment.