

Checklist

Residential Development or Subdivision



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The level of information required accompanying a planning permit application for residential development or subdivision will vary depending on the location, scale and complexity of the proposal. A Planning Officer can provide further assistance with this. However, the information below will generally be required to be submitted to Council.

1. A recent copy of the title of the land, together with confirmation that the present boundaries are the same as the title boundaries. A copy of Title can be obtained online at www.landata.vic.gov.au.
2. Details of any registered restrictive covenant or S173 Agreement affecting the land. You will need to check both the plan of subdivision (if the land is a lot on a plan) for restrictions and the certificate of title for restrictive covenants registered or recorded on the title.

You are advised that pursuant to the provisions of the *Planning and Environment Act 1987*, a planning application that proposes a breach against the covenant cannot be supported **unless** a variation or removal of the covenant is obtained **prior to the development application being determined**.
3. A neighbourhood and site description and design response. This includes a written assessment of the proposed development, assessing the proposal against the requirements of the relevant clause, i.e. Clause 54 (one dwelling on a lot) includes Standard A1 to A20, Clause 55 (two or more dwellings and residential buildings) includes Standards B1 – B34 and Clause 56 (residential subdivision) includes Standards C1 – C30. The report must identify and justify any proposed variations to the code. If the development does not comply with the requirements of a standard, the report must demonstrate how the objectives of the clause have otherwise been met.
4. A summary of the proposed development, including density, floor area, site coverage, hard paved surface as a percentage of the site area, accommodation type (i.e. number of bedrooms), private open space areas and car parking provision.
5. A detailed and fully dimensioned site layout plan drawn at a scale of not less than 1:100 showing:
 - The location of existing buildings to be retained and proposed buildings. The plans must include the setback of all structures from the site boundaries, and the length of any structures proposed to be constructed on the boundary.
 - Location of car parking facilities, including access ways/turning circles for car spaces. The car spaces, internal dimension of garages and carports, width of access lanes and reversing areas must be provided.
 - The entries and details of the internal layout of each dwelling.
 - The private open space for each dwelling.
 - The location of external storage space, garbage bin storage, clothes drying facilities and mail boxes for each dwelling.
 - The location of habitable room windows on the adjoining site that is within 3m of and faces the subject site.
 - Elevations of every building (proposed and existing if to be retained) and site elevations, correctly labelled, showing the finished floor and ceiling levels as well as the sill height of windows. The elevations must show the location of title boundaries. Levels are to be to AHD.
 - The relationship of the elevations to natural ground level, showing any proposed cut or fill.
 - Specify the wall (ground to intersection of wall and roof) and overall heights (ground to ridge).
 - Proposed fencing details abutting any street or public open space.
 - A schedule of finishes, detailing materials and colours of main external surfaces including roofs, walls, fences and garages.



6. A landscape concept plan at a scale of 1:100 showing:

- Site and dwelling boundaries (at ground level), and details of all proposed fencing.
- Existing and proposed street trees and overhanging trees on adjacent properties.
- Planting proposed for screening adjacent residential secluded private open spaces.
- Indication of open space functions, especially private open space areas for recreation, storage and service areas, front gardens, communal land, and any proposed public open space.
- Planting concept showing lawn areas, garden areas and planting themes.
- Paving materials and drainage treatments and lighting for vehicle areas and footpaths.
- Measures to protect trees and their root systems during construction.

NOTE: Detailed landscape plans prepared by a landscape architect or suitably qualified and experienced person will be a condition of permit if a planning permit is issued.

7. Shadow diagrams of the proposed buildings and adjacent structures at 9:00am, 12:00pm and 3:00pm at the September equinox, demonstrating the extent of shading of adjacent secluded private open spaces and habitable room windows (additional shadow diagrams may be required to demonstrate compliance with Standards A14 or B21).
8. Planning Application Form and relevant fee. Visit our website for lodgment options at: www.brimbank.vic.gov.au/building-and-planning/permits/how-apply-planning-permit.

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