

Information requirements for a Planning Permit Application



Purpose of this fact sheet

To ensure that a planning permit application can be processed in the most efficient manner, it is essential that Council is provided with all the necessary information. This fact sheet provides general guidance about what information to include with your application; for detailed information about your particular application, please contact Council's Statutory Planning Team.

Do you need a planning permit?

A variety of uses and developments require a planning permit. To confirm whether a planning permit is required for your project, we recommend you contact Council's Statutory Planning Team on **1300 787 624** before lodging an application.

Metropolitan Planning Levy

(State Government Levy/Fee)

Planning permit applications with an estimated cost in excess of the current State Government Metropolitan Planning Levy (MPL) threshold will require a certificate before they can be lodged with Council. The State Government adjusts the in line with CPI on 1 July each year. For more information or to apply for an MPL certificate visit:

sro.vic.gov.au/metropolitan-planning-levy

'Certificate of Title' and 'Plan of Subdivision'

You will need to provide a copy of the Certificate of Title and Plan of Subdivision for the subject site. You will also need to provide copies of any restriction(s) listed on the Certificate of Title. These documents must be obtained and dated within no more than three months prior to lodgement and are available from landata.vic.gov.au

Written summary

You will need to provide a detailed cover letter summarising your proposal. This should include, but not necessarily be limited to, the purpose of the proposal and its intended uses.

Checklist

- | | |
|--|--------------------------|
| Metropolitan Planning Levy certificate
Note: Only required if the estimated cost of development exceeds a specific amount. | <input type="checkbox"/> |
| Completed Planning Permit Application Form with declaration signed. | <input type="checkbox"/> |
| Certificate of Title and Plan of Subdivision
Note: Include copies of any restrictions listed on the Certificate of Title. | <input type="checkbox"/> |
| Written summary | <input type="checkbox"/> |
| Site plans | <input type="checkbox"/> |
| Floor plans | <input type="checkbox"/> |
| Elevation plans | <input type="checkbox"/> |

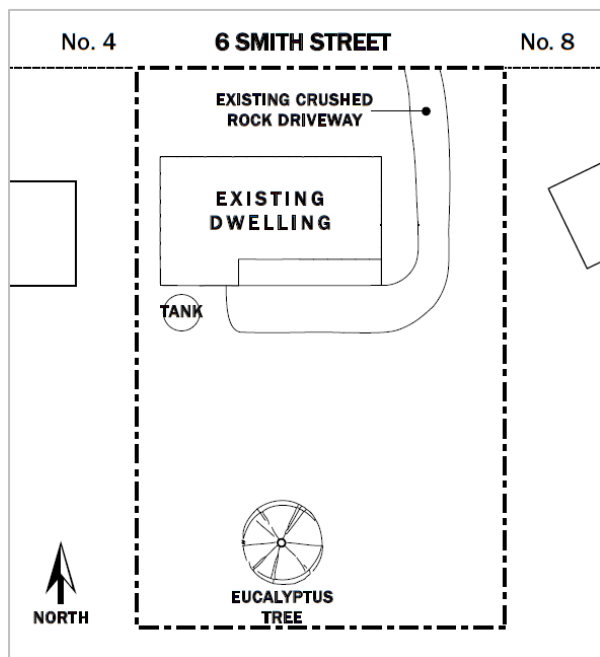
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Site plans

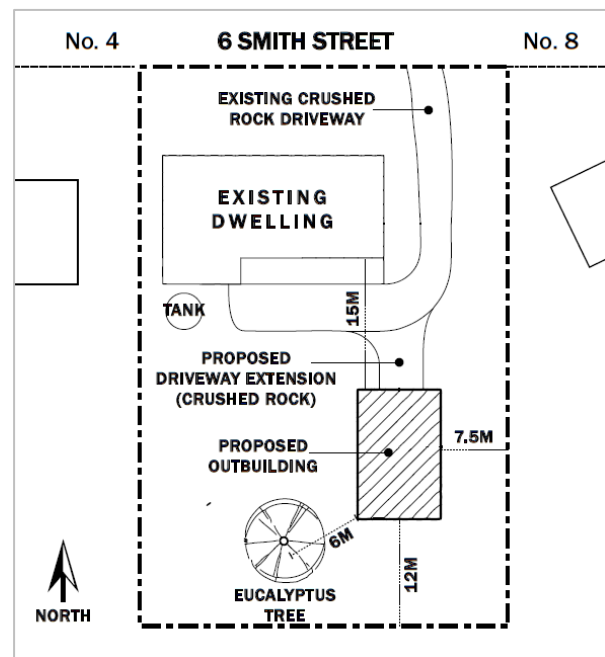
You will need to provide a site plan. This is an impression of the subject site both currently and with the proposed development, taken from a bird's-eye view, including the following detail:

- all built form (i.e. dwellings, sheds, garages, driveways, etc)
- all vegetation on the site
- the dimensions of the site's boundaries
- the distance between all built form and the site's boundaries
- site levels (note: if the subject site is within the Land Subject to Inundation Overlay, Flood Overlay or Special Building Overlay, levels will need to be provided to Australian Height Datum)
- location of neighbouring dwellings and associated buildings
- any easements on the subject site
- any proposed landscaping
- any fencing
- a north arrow.

Example of site plans – existing and proposed



Plan of existing site



Plan of proposed site

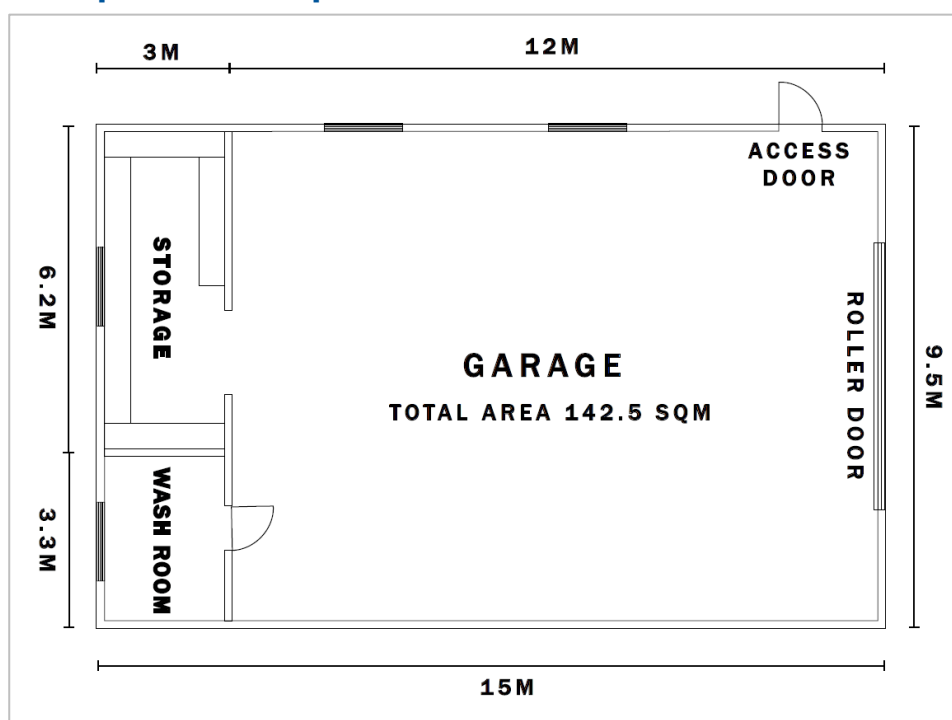
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Floor plans

You will need to include floor plans, which need to show the internal layout of both the existing and proposed development, taken from a bird's-eye view, and include the following detail:

- the internal layout of all built form
- the dimensions of all windows, external and internal walls
- the purpose of each room notated
- all finished floor levels.

Example of a floor plan



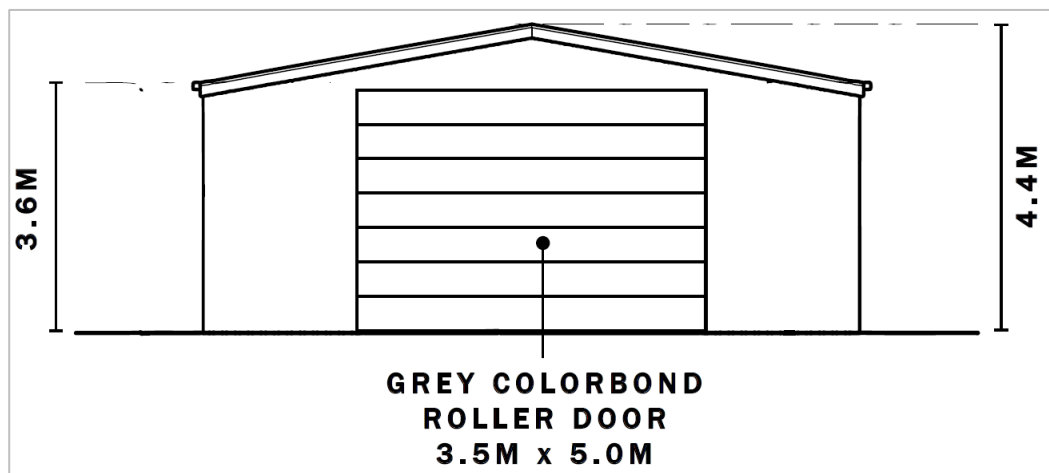
Elevation plans

You will need to include detailed elevation plans which show the proposed and existing built form from all four sides and should including the following detail:

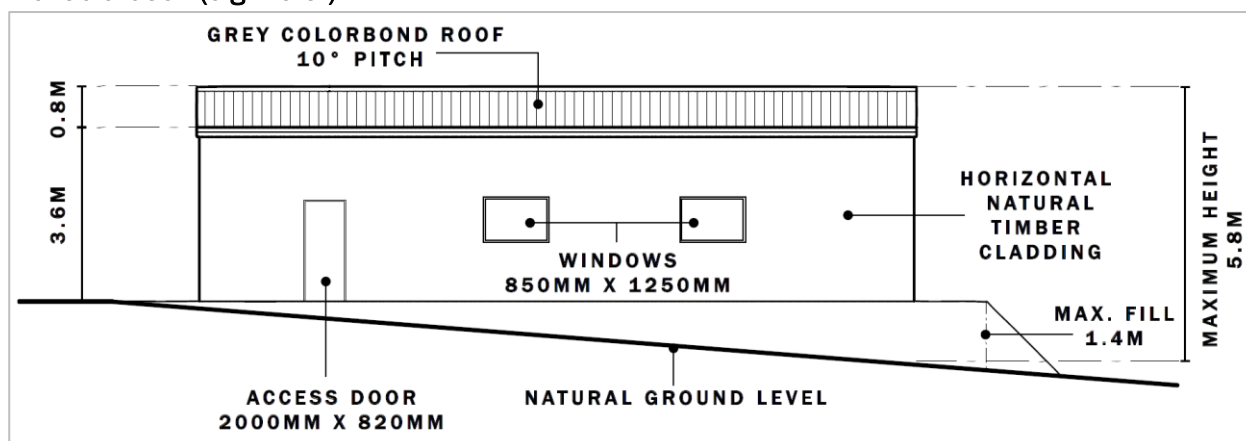
- the floor and ceiling levels of the proposed development
- the maximum wall and building height of the proposed built form above natural ground level
- the maximum and minimum heights of any walls
- the average heights of any walls along boundaries of the subject site
- any proposed cut and/or fill dimensioned above or below natural ground level
- a colour and materials schedule.

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Example of elevation plans



Front elevation (e.g. North)



Side elevation (e.g. West)

Lodgement of planning permit application

As well as preparing the necessary documentation, you will need to complete and sign an 'Application for Planning Permit' form available on Council's website. Your application can then be sent via email, mail or submitted in person at Council's Civic Centre.

In most instances a planning permit application fee will be required. This fee will vary depending on the type of application proposed and therefore it is recommended that you visit Council's website at www.cardinia.vic.gov.au or contact Council's Statutory Planning Team on **1300 787 624**.

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Note: *Depending on the type of application, Council may require additional information to what is listed in this fact sheet.*

Cardinia Shire Council
Civic Centre
20 Siding Avenue, Officer

PO Box 7
Pakenham 3810 (DX 81006 Pakenham)

Phone: 1300 787 624
Email: mail@cardinia.vic.gov.au
Web: cardinia.vic.gov.au

National Relay Service (NRS)
TTY: 133 677 (ask for 1300 787 624)
Speak and Listen (speech-to-speech relay): 1300 555 727 (ask for 1300 787 624)

Translator Interpretation Service
131 450 (ask for 1300 787 624)