

Checklist 1 - Construction and/or Extension of a Single Dwelling or Multi Dwellings on a Lot

For all planning applications the following **MUST** be provided:

- An Application form completed and signed
- A full current copy of Title for the land showing the plan of subdivision
- The prescribed application fee
- Full copy of instrument and transfer if a registered restrictive covenant applies to the land

In addition to the information required above for all planning applications, the following should be provided:

- Fully dimensioned plans:**
 - 3 copies of all plans drawn at preferred scales of 1:100 or 1:200
 - 1 copy of all submitted plans in A3 size suitable for photocopying

Plans to show the following, as appropriate:

 - The boundaries and dimensions of the site
 - Development plans including elevations
- A Neighbourhood and Site Description** (as described in Clause 54 or 55 as appropriate in the planning scheme) may use a site plan, photographs or other techniques and must accurately describe:
 - In relation to the neighbourhood:
 - The built form, scale and character of surrounding development including front fencing
 - Architectural and roof styles
 - Any other notable features or characteristics of the neighbourhood
 - In relation to the site:
 - Site shape, size, orientation and easements
 - Levels of the site and the difference in levels between the site and surrounding properties
 - Location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site
 - The use of surrounding buildings
 - The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres
 - Solar access to the site and to surrounding properties
 - Location of significant trees existing on the site and any significant trees removed from the site in the 12 months prior to the application being made, where known
 - Any contaminated soils and filled areas, where known
 - Views to and from the site
 - Street frontage features such as poles, street trees and kerb crossovers
 - Any other notable features or characteristics of the site
 - A design response (as specified in the planning scheme) which must explain how the proposed design:
 - Derives from and responds to the neighbourhood and site description
 - Meets the objectives of Clause 54 or 55 of the planning scheme (as appropriate)
 - Responds to any neighbourhood character features for the area identified in a local planning policy or a neighbourhood character overlay
 - Addresses any streetscape elevation issues
- Shadow diagrams for September Equinox at 9am, 12 noon, 3pm
- Details of colours, materials and finishes
- Streetscape elevations
- Traffic report for larger scaled developments