

Planning Permit Application Minimum Standards

To ensure the timely processing of your planning permit application, please submit the following required information by email* to **planning@glenelg.vic.gov.au**

Applications that are not submitted with all required information may be returned to the applicant for resubmission.

- 1 "Application for Planning Permit" form completed and signed.
- 2 A copy of a clear and properly drafted Site Layout Plan and Elevation Plans – generally at a scale of 1:100 or 1:200. For larger sites a scale of 1:500 may be appropriate. All measurements should be in metres or millimetres. Please include schedule of type of materials and colours to be used. (**See overleaf for guidelines**)
- 3 Current and full copy of title (including title plan) and details of any Restrictive Covenants, Caveats or other restrictions on the title.

NOTE: This title must have been searched within the three (3) months prior to submitting the application. Copies of title can be obtained at **www.land.vic.gov.au**

- 4 "Cultural Heritage Management Plan Declaration" form completed and signed (unless is a defined exempt activity – See overleaf for details).
- 5 Where applicable include a covering letter/submission detailing what is proposed, and existing conditions.
- 6 A copy of your Bushfire Management Statement (where applicable if the site is under a Bushfire Management Overlay). Templates are available on the CFA website **www.cfa.vic.gov.au**

Applications cannot be processed until full payment and all correctly completed documentation is received.

Payment can be made in person at Council's Customer Service Centres or by credit card over the telephone on lodgement of application.

* By submitting your application by email you consent to receiving correspondence relating to the application including permits and plans via the email address provided in the application form.

Further Information

If you require further information or wish to book a pre-application meeting, please contact Council's Planning Department during office hours 8:30am to 5:00pm Monday to Friday on ☎ (03) 5522 2187 or visit the Council Offices at Cliff Street, Portland.

Site Layout plan (if applicable) must include:

- The legal property boundaries of the site (*this information should be obtained from the title diagram*);
- Position of all existing and proposed buildings, fencing and other structures on the site (*with their purpose clearly labelled*);
- Position of all buildings and structures on adjoining properties in relation to the site boundaries (*with their purpose clearly labelled*);
- Position of existing and proposed vehicle access to the site and internal driveways;
- Details on the location, type and capacity of existing and/or proposed wastewater system, including effluent disposal and/or irrigation areas;
- Position of vegetation on the site, street reserve and adjacent to the property boundaries that may be affected by the proposal or that may help to screen the proposed development;
- Position of waterways within 100 metres of any proposed buildings and works;
- All streets adjoining the property and direction of north.

Elevation plan (if applicable) must include:

- Elevation drawings must show and label the proposed building/s for north, south, east and west; and
- Clearly identify and list the proposed building materials and colours to be used.

Exempt activities under Aboriginal Heritage Regulations 2018

- Division 9-22 of these Regulations define activities that are exempt from a Cultural Heritage Management Plan;
- If the activity is not exempt the Cultural Heritage Management Plan Declaration form needs to be completed with a self-assessment to determine if one is needed.