



CHECKLIST – PLANNING APPLICATION FOR BUILDINGS AND WORKS IN THE SIGNIFICANT LANDSCAPE OVERLAY

Planning and Building Department
379-399 Whitehorse Road
Nunawading VIC 3131
General Enquiries: (03) 9262 6303

Council's Statutory Planning Unit is committed to reducing the time taken to process planning applications and to enable applications to be decided in a timely manner. The following is a list of the minimum information required to be submitted with any Planning Application.

Buildings & Works associated with a dwelling in the Significant Landscape Overlay (SLO) areas in the City of Whitehorse must comply with Clause 42.03 of the Whitehorse Planning Scheme.

Please note that the Planning Department provides a service to check plans for compliance with the SLO requirements for a fee. If you have used this service and a Planning Permit is required, only the balance of the application fee will need to accompany the planning permit application.

You are advised that participation in a pre-application meeting with a Council Planning Officer is encouraged prior to the submission of your application. Such a meeting will assist in further identifying any issues with the proposal, including whether the proposal is potentially inconsistent with the Whitehorse Planning Scheme or whether additional information may be required.

If you have attended a pre-application meeting, addressed any issues raised by the Council Planning Officer at that meeting, and are ready to submit your application for consideration, please make sure the following material is included:

PLEASE NOTE:

This checklist must be completed by the applicant or owner and attached to any Planning Application.

If your application does not satisfy the required detail, the application will not be accepted.

Please the items you have submitted.

1. All items may be submitted electronically within a media storage device (e.g. CD, DVD, USB flash drive) in PDF format, with plans and documents separated and named as appropriate. (Please see over for naming conventions.)
The address of the site and the submission date must be clearly indicated on the storage device.
2. "Application for Planning Permit" form or "Application to Amend a Planning Permit" completed and signed.
3. Full payment of appropriate application fee.
4. A current and full copy of title (including title plan) and details of any Restrictive Covenants/Section 173 Agreements or other restrictions on the title. This title must have been searched within the last three months.
Note: If not using the City of Whitehorse Application form a "Declaration for Restrictive Covenants" form completed & signed is required.
5. A covering letter or written submission detailing addressing the provisions of Clause 42.03 - Significant Landscape Overlay and relevant Significant Landscape Overlay Schedule, including:
 - a written summary of the proposal,
 - how the proposal meets the Objectives and Design Guidelines of the relevant Significant Landscape Overlay Schedule.
6. A completed information checklist for buildings and works in the Significant Landscape Overlay clearly identifying why a permit is required. This should be consistent with the information provided in the written assessment (point 4).
7. A construction impact assessment undertaken by a qualified Arborist in accordance with Australian Standard 4970-2009, if the proposal may result in impact or damage to existing vegetation on or immediately adjoining the subject site.
This report should include/discuss:
 - Basic information about the trees including the species, health, structure, safe useful life expectancy etc.
 - the impact of the proposal on the health and integrity of protected trees,
 - recommendations to minimise adverse impacts on protected trees during demolition and construction,
 - a site map that identifies each tree numbered in the report.
8. An existing conditions site plan at a scale of 1:100, clearly dimensioned and indicating:
 - the location of any existing buildings on the site,
 - the site boundaries and dimensions,
 - distances of buildings from property boundaries,
 - the location of all protected tree in the site,
 - the location of all trees capable of reaching a height of 15 metres at maturity

9. A proposed development plan of the site at a scale of 1:100, clearly dimensioned and indicating:
- the proposed building layout, including the building setbacks both at ground and upper floor from the boundaries of the site,
 - distances of proposed buildings and works (including trenching and any level changes) from protected trees on the site and adjoining properties,
 - total area calculation and percentage site coverage by all buildings
 - Location, total area coverage and percentage coverage of hard surface areas, including driveways, paved areas, swimming pools etc.
 - notation of any construction methods used to minimise impact of the proposal on trees to be retained,
 - the location of all protected trees on adjoining properties within 4 metres of any boundary shared with the development site,
 - all protected trees on the site identified as being retained or removed ,
 - trees numbered to correspond with the aborists numerical identification of trees.
10. Plans of all elevations of the proposed buildings and works. If the proposal is visible from the street, a streetscape elevation showing adjoining properties, indicating building wall heights and total building heights from natural ground level should be included.

It is suggested you contact a Council Planning Officer to confirm any other details required within your application.

The quality and content of the information submitted will not be assessed at the time the application is lodged. This checklist ensures all documents are submitted so that Council can commence the assessment of the application. Further information may be required to be submitted to Council.

A copy of the "Application for Planning Permit" or "Application to Amend a Planning Permit" form, and fee schedule are available on Council's website (<http://www.whitehorse.vic.gov.au>).

Address: _____

Declaration:
 I declare that I am the applicant and/or owner of the land and all of the above listed information has been submitted to Council with my application.

Name: _____ (Please print clearly)

Signature: _____ Date: _____ / _____ / _____

NAMING CONVENTIONS FOR DOCUMENTS SAVED IN A MEDIA STORAGE DEVICE

All documents and plans saved in a media storage device are required to be named appropriately, in accordance with the format below:

“Property Address – Document Name”

e.g.: “2/1000-1004 Whitehorse Rd, Box Hill – Plans”, should be used as the document name of:

A full set of neighbourhood and site description, design response plans, proposed site and elevation plans for a development at Unit 2, 1000-1004 Whitehorse Road, Box Hill VIC 3128

Document Name	Documents to be included, where possible
Application	<ul style="list-style-type: none"> • Minimum standard checklist. • Application form. • A copy of title and plan of subdivision. • A copy of any restrictive covenant and agreement. • A copy of written submission explaining the proposal and how it complies with the relevant planning scheme provisions.
Plans	<ul style="list-style-type: none"> • A full set of architectural drawings in 1 PDF document. • For files larger than 30MB, please separate and name accordingly. <p>e.g.</p> <ul style="list-style-type: none"> – neighbourhood and site description & design response plans; – basement, ground, 1st & 2nd level plans; – 3rd level, roof and elevation and concept landscape plans.
Arborist Report	<ul style="list-style-type: none"> • A construction impact assessment undertaken by a qualified arborist.
Traffic Report	<ul style="list-style-type: none"> • A traffic impact assessment prepared by a qualified transport engineer.
<p>All other supporting documents, where required, including waste management plan, urban context report, ESD or SDA reports, should be separated and named accordingly when saved to a media storage device.</p>	

PLEASE NOTE:

The maximum size for each document is 30MB. Any document exceeding this size must be separated or compressed.

The maximum number of characters of each document name must not exceed 200.