



## CHECKLIST – PLANNING INFORMATION REQUEST – PLAN CHECKING WITHIN 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.

Clause 42.03 – Significant Landscape Overlay of the Whitehorse Planning Scheme outlines the requirements/restrictions on properties within Significant Landscape Overlays.

Under Clause 42.03 a permit is required to construct a building or construct or carry out works, including the construction of fences.

To confirm in writing from Council if a Planning Permit is required, please forward the following information;

### PLEASE NOTE:

This checklist must be completed by the applicant or owner and attached to your request.

**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. "Property Information Request Confirmation if a Planning Permit is Required" form completed and signed.
3. Full payment of appropriate application fee.
4. A completed checklist for buildings and works in the Significant Landscape Overlay clearly identifying why a permit is required. (A checklist is available from the Whitehorse Planning Department or from Council's website [www.whitehorse.vic.gov.au](http://www.whitehorse.vic.gov.au))
5. 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
6. A covering letter or written submission detailing what is proposed and responding to the relevant provisions of the Whitehorse Planning Scheme.
7. 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.
8. 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 arborists numerical identification of trees.

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  |
|--|---|
| <b>Application</b>   | <ul style="list-style-type: none"> <li>• Minimum standard checklist.</li> <li>• Application form.</li> <li>• A copy of title and plan of subdivision.</li> <li>• A copy of any restrictive covenant and agreement.</li> <li>• A copy of written submission explaining the proposal and how it complies with the relevant planning scheme provisions.</li> </ul>   |
| <b>Plans</b>   | <ul style="list-style-type: none"> <li>• A full set of architectural drawings in 1 PDF document.</li> <li>• For files larger than 30MB, please separate and name accordingly.</li> </ul> <p>e.g. – neighbourhood and site description &amp; design response plans;<br/>                     – basement, ground, 1<sup>st</sup> &amp; 2<sup>nd</sup> level plans;<br/>                     – 3<sup>rd</sup> level, roof and elevation and concept landscape plans.</p> |
| <b>Arborist Report</b>   | <ul style="list-style-type: none"> <li>• A construction impact assessment undertaken by a qualified arborist.</li> </ul>  |
| <b>Traffic Report</b>  | <ul style="list-style-type: none"> <li>• A traffic impact assessment prepared by a qualified transport engineer.</li> </ul>   |
| 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. |   |

**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.