



Multi dwelling development Planning guide and checklist

This guide describes the information you need to provide to Council when applying for a planning permit for the development of two or more dwellings on a lot. Council requires certain information in order to properly assess your application against the Queenscliffe Planning Scheme. To ensure that your application can be processed quickly and efficiently, it is important that all the relevant information is included. This guide will help you do this.

How to apply for a planning permit:

To apply for a permit to subdivide, simply follow these steps:

1. **Complete an Application for Planning Permit Form.** These are available at our office or on Council's website.
2. **Refer to the Fee Schedule** to determine what fee you need to pay to lodge your application. The fee schedule is available at our office or on Council's website.
3. **Prepare your application**, making sure to include all the information described in this guide, such as plans and a written submission.
4. **Lodge your completed application.**

What information should be provided with your application:

A **Certificate of Title (one copy)**. This is a formal record about a particular piece of land, it contains basic information about the land including current ownership. The copy of the Certificate of Title must be clear, legible and complete and obtained within the last three months.

If the land is covered by a Restrictive Covenant or Section 173, a copy will also need to be provided. These will be referred to on the Certificate of Title. If you do not have a copy of the Certificate of Title, you can obtain a copy from the Land Information Centre, telephone 8636 2456, or online www.land.vic.gov.au.

A **neighbourhood and site description plan (two copies)**, this is a clear drawing which shows your site, and neighbouring properties and which shows:

- The pattern of development of 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.
- Existing conditions of the site.
- Levels of the site and the difference in levels between the site and surrounding properties.
- The 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 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.
- The location of local shops, public transport services and public open spaces within walking distance.
- Any other notable features or characteristics of the site.

Checklist

- Completed Application form
- Fee
- Certificate of Title and copy of any covenants or restrictions that affect the site (the Certificate of Title must have been issued by Land Victoria in the last 60 days)
- Neighbourhood and site description (2 copies)
- Proposed floor plan (2 copies)
- Proposed elevation plans (2 copies)
- Proposed demolition plan (2 copies)
- Shadow diagram (2 copies)
- Landscape plan (2 copies)
- Colours, materials and other specifications
- Written submission (1 copy)



Note: a pre-application meeting is encouraged.



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Proposed **demolition plan (two copies)**. The proposed demolition plan is a clear drawing which shows the area that is being demolished and other structures on the site. The plan must be drawn to scale and must show:

- The dimensions of the buildings and structures being demolished.

A **proposed floor plan (two copies)** that shows the location of the building/ extension and other structures on the site. The plan must be drawn to scale and must clearly show:

- All boundaries of the site
- Location of the proposed buildings and works
- Detailed floor plans
- The land's orientation to the north.

A **proposed elevation plan (two copies)**. This plan is a clear drawing that shows the height and location of the proposed dwellings, other structures on the site and how it will fit into the streetscape. The plan must be drawn to scale and must clearly show:

- The length, width and height of the development
- The overall height of the development above natural ground level
- Nomination of the maximum building height of the dwellings
- Details of all Relative Levels (RLs) of the proposed overall building height, floor to ceiling and finished floor levels of all structures
- The proposed streetscape elevation, showing two properties on either side of the site
- Details of any front fencing
- Orientation.

A **shadow diagram (two copies)**. This diagram will clearly show the impact of the proposed buildings and any other structures on the site (including shadows cast by fencing) at the September Equinox at: 9am, 12 noon and 3pm. An equinox is the day when the sun is directly over the equator at noon, and usually falls on 22 September. The shadow diagrams should clearly differentiate between existing shadows and new shadows. The shadow diagram must be drawn to scale and must show the whole of all adjoining properties.

Written submission (one copy)

You will need to submit a written assessment to Council against Clause 55 of the Queenscliffe Planning Scheme, this is commonly known as ResCode. ResCode is a set of Planning Scheme provisions that applies to multi dwelling developments across Victoria. A copy of ResCode can be viewed at www.dpcd.vic.gov.au/planningschemes.

An assessment against the decision guidelines, policy and objectives of any overlays which apply to the site and which trigger the need for a planning permit should also be included in the written submission. These policies can be found online at www.dpcd.vic.gov.au/planningschemes/queenscliffe. You may wish to call Council's Planning Department to confirm which overlays apply to your property.

Colours, materials, finishes and other specifications. Please provide details of the colours, materials, finishes and other specifications of the proposed development. This information can be included on the proposed elevation plan in the form of notations on the plan, or can simply be written on a separate sheet. You are encouraged to include samples and product brochures, if appropriate.

Landscape plan (two copies). A detailed landscape plan, prepared by a qualified landscape professional, which shows:

- Details of surface finishes, pathways and driveways
- A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant.
- Details of vegetation to be removed and vegetation to be retained.

Other permits/ regulations you may need to consider

Tree removal permit (if trees are in the road reserve area)
Vehicle crossing permit
Building permit