

BUILDINGS & WORKS (EXCLUDING DWELLINGS)

PLANNING APPLICATION CHECKLIST

Disclaimer: *This checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.*



This checklist applies to applications to construct any buildings and works (excluding dwellings) within the municipality which may include additions to commercial & industrial buildings, restaurants etc.

How to Apply for a Planning Permit

To apply for a permit, simply submit the mandatory requirements and lodge your application by email.

Electronic Lodgement Guidelines

Council requires electronic lodgement of all applications, plans and supporting documentation in digital form (as PDF documents contained on a USB or via email at:

planningapplications@maribyrnong.vic.gov.au

The plans must be to scale, rotated to landscape and provided in a PDF format. It is preferred that the plans be converted electronically rather than printed and scanned with the appropriate scale.

Files larger than 10Mb should be broken up into parts and supplied as separate files.

Any photos are to be provided as jpeg images.

Mandatory Information

- ☐ A completed and signed application form.
- ☐ The application fee (refer to fee schedule).
- ☐ A current copy of title. The title must be no older than 3 months and must show any registered covenants/ or s173 agreements.
- ☐ **An electronic copy of all plans**

Note: Applications that do not contain these mandatory requirements will not be accepted.

Site Plan / Floor Plans

Site plan / floor plans drawn to a scale of 1:100 or 1:200 should show the following:

- ☐ A plan reference number, date and north point.
- ☐ The title boundaries and dimensions of the site.
- ☐ Site area in square metres.
- ☐ Setbacks from all boundaries.
- ☐ Floor plans of the development including all dimensions.
- ☐ Adjoining buildings, habitable room windows and private open space areas immediately adjoining the site.
- ☐ Natural ground levels or levels to the AHD (Australian Height Datum).
- ☐ Proposed driveways, loading bays, carparking, bicycle parking and garbage storage areas.
- ☐ Existing and proposed vehicle crossovers clearly dimensioned.
- ☐ Features in the road reserve abutting the site including any service pits, poles street trees, drains, footpaths, kerb and channel.
- ☐ Existing vegetation being retained or removed.
- ☐ Fencing details.

Other Information Required

- ☐ Photographs of the site and surrounds.
- ☐ A written assessment of the proposal against the requirements of the Maribyrnong Planning Scheme.

Elevations

Elevations drawn to a scale of 1:100 should show the following:

- ☐ All elevations accurately depicting the slope of the land and indicating the differences between natural and finish floor levels.
- ☐ Coloured 3D perspectives taken at multiple angles (if relevant)
- ☐ Maximum building heights measured from the natural ground level.
- ☐ Maximum wall heights measured from the natural ground level.
- ☐ Finished floor and ceiling levels (all floors)
- ☐ Details of any cut, fill, and proposed retaining walls.
- ☐ Fencing details.
- ☐ Schedule of finishes, materials and colours.

Other Requirements for Larger Developments

- ☐ Waste Management Plan.
- ☐ Acoustic report.
- ☐ Traffic Report by a suitably qualified Traffic Engineer.
- ☐ Preliminary Environmental Assessment by a suitably qualified Environmental Assessor.