

SINGLE DWELLING ON A LOT LESS THAN 300 SQUARE METRES 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 or extend a dwelling on a lot less than 300 square metres. A development must, amongst other matters meet the requirements of Clause 54 (ResCode). Other planning scheme controls may affect your proposal.

Please check the planning scheme controls requirements before submitting an application by visiting the Department of Planning and Community Development website (www.dpcd.vic.gov.au) or attending the Urban Planning Branch enquires counter.

Note: Copies of all plans referred to by this checklist will be required to be submitted with the application as a PDF on a USB or by email at:
<mailto:planningapplications@maribyrnong.vic.gov.au>

Pre-Application Meetings

Council encourages applicants to meet with the Urban Planning branch before lodging an application. These meetings will also assist in further identifying any design issues with the proposal or the extent of documentation required in order to reduce or avoid the need for Council to request further information.

Mandatory Information

- ☐ A completed and signed application form.
- ☐ The application fee (refer to fee schedule).
- ☐ A legible full and current copy of title. The title must be no older than 3 months and show all boundaries, easements and any registered covenants/ s173 agreements on the land.

Note: Applications that do not contain these mandatory requirements will not be accepted over the counter or registered.

Neighbourhood and Site Description

An application must be accompanied by a Neighbourhood and Site Description Plan under Clause 54.01-1 of the Maribyrnong Planning Scheme.

The Neighbourhood and Site Description Plan needs to be scale and appropriately dimensioned (preferably 1:100) and indicate the following:

- ☐ A plan reference number, date and north point.

- ☐ Pattern of development of the neighbourhood, including all abutting properties (including scale of the built form, heights of walls on boundaries & frontage setbacks)
- ☐ Street frontage features such as poles, street trees, crossovers, front fences and any other infrastructure.
- ☐ The location of secluded private open space and habitable room windows of neighbouring properties which have an outlook to the site within 9 metres.
- ☐ The size, shape and boundaries of the site in relation to title dimensions (i.e length & width).
- ☐ The location of any easements (if applicable).
- ☐ Levels of the site and the difference in levels between the site and surrounding properties.
- ☐ Location of existing buildings on the site to be retained.
- ☐ Solar access to the site and to surrounding properties.
- ☐ Location of any significant trees existing on the site.
- ☐ Location of local shops, public transport services and public open spaces within walking distance.
- ☐ Any other notable features or characteristics of the site.

Design Response Plan

A Design Response Plan as required by Clause 54.01-2 of the Maribyrnong Planning Scheme will be required. This plans must show at a minimum correctly proportioned street elevations showing the development in the context of adjacent buildings and how the proposal response to the features of the neighbourhood character.

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.
- ☐ A development summary which includes at a minimum site area, site coverage, permeability and allocated areas of secluded private open space that exceed 3 metres in width. .
- ☐ Setbacks of all buildings (including existing) from all title boundaries.
- ☐ The layout (floor plan) of all buildings including all dimensions.
- ☐ Location of any habitable room windows and private open space areas within 9 metres of the subject site.
- ☐ Natural surface levels or levels to the AHD (Australian Height Datum);
- ☐ Finished floor levels of all dwellings.
- ☐ Areas of cut, fill, and any proposed retaining walls.
- ☐ Location and dimensions of existing and proposed crossovers and car parking spaces (clearly allocated to each dwelling and any visitor parking areas if required).
- ☐ Location of mailboxes, clotheslines, external storage areas.
- ☐ Proposed fencing details.

Elevations

Elevation 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 ground levels compared to proposed floor levels.

- ☐ Maximum building heights measured from the natural surface level.
- ☐ Maximum wall heights measured from the natural surface level.
- ☐ Finished floor levels correctly dimensioned.
- ☐ Any Fencing details and schedule of finishes detailing materials and colours.

Written Assessment

A written assessment of the proposal against the requirements of Clause 54 of the Maribyrnong Planning Scheme and any other local planning scheme policies.

Other Information Required

- ☐ Detailed photographs of the subject site and surrounding properties.
- ☐ Shadow diagrams (September equinox) demonstrating shadows cast at 9am, 12 noon and 3pm. The shadow diagrams should clearly differentiate between existing shadows and new shadows.

How to Apply for a Planning Permit

To apply for a permit, simply follow these steps:

1. Complete an Application for a Planning permit form.
2. Payment of the applicable fee (refer to fee schedule).
3. Prepare your application – make sure to include all information described in this checklist.
4. Lodge your completed application by email.

Please Note: Council requires the submission of all application material electronically as a PDF either by email or USB.