

# Planning Application – Face Sheet 11

## VicSmart Applications

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



### Introduction

This checklist applies to VicSmart applications. Other planning scheme controls may affect your proposal. Please check the planning scheme controls which apply to the land before submitting an application by visiting the Department of Environment, Land, Water & Planning website ([www.planning.vic.gov.au](http://www.planning.vic.gov.au)) or attending the Urban Planning counter at the Footscray Town Hall.

### Can I request a pre-application advice from Council?

Council encourages applicants to seek advice from the Urban Planning branch before lodging an application. Early advice will assist in identifying any issues early on in the process and may reduce or avoid the need for Council to request further information. For applications concerning VicSmart Applications, please contact Urban Planning on 9688 0200.

### What information do I need to provide with my application?

All applications must be accompanied by (at a minimum);

- ☐ A completed and signed VicSmart application form.
- ☐ Plans, including Floor and Elevation Plans.
- ☐ The application fee (refer to [fee schedule](#)).
- ☐ A legible full and copy of title (less than 3 months old), including plan(s) and any restrictions.

Failure to provide this information may result in your application being rejected or delayed.

### How do I submit my application?

Council's Planning Department operates '*paper free*'. We encourage all applications to be submitted online via Council's [online portal](#). Files larger than 10Mb should be separated and lodged as separate attachments.

**Maribyrnong City Council - Urban Planning Department**  
Cnr Hyde and Napier Streets, Footscray  
Postal Address: PO Box 58, Footscray VIC 3011  
T: 9688 0200 E: [urbanplanning@maribyrnong.vic.gov.au](mailto:urbanplanning@maribyrnong.vic.gov.au)

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### How can I request a Title?

Titles can be obtained from Landata Victoria at [www.landata.vic.gov.au](http://www.landata.vic.gov.au). Select 'Order a copy of title or plan' from the popular searches menu and enter the street address. You must provide Council;

- ☐ The Registered Search Statement (Title) showing the lot number and owners details.
- ☐ The Copy of Plan (there may be multiple).
- ☐ Any Instruments(s), limited to Covenants, Caveats and/or Agreements.

### What do my plans need to show?

Plans generally need to be prepared by an Architect, Draftsperson or Building Designer. If the proposal is minor then you may be able to draw the plans yourself. All plans must be drawn to scale (preferably 1:100). The specific application requirements are outlined at Clause 59 of the Maribyrnong Planning Scheme, as outlined below.

- ☐ [Clause 59.01](#) – Realign the common boundary between lots
- ☐ [Clause 59.02](#) – Subdivision of buildings and car parking spaces
- ☐ [Clause 59.03](#) – Front fence in a residential zone
- ☐ [Clause 59.04](#) – Buildings and works in a zone
- ☐ [Clause 59.05](#) – Buildings and works in an overlay
- ☐ [Clause 59.06](#) – Remove, destroy or lop a tree
- ☐ [Clause 59.07](#) – Applications under the Heritage Overlay
- ☐ [Clause 59.08](#) – Applications under the Special Building Overlay
- ☐ [Clause 59.09](#) – Signs
- ☐ [Clause 59.10](#) – Car Parking
- ☐ [Clause 59.14](#) – Extension to one dwelling on a lot in a residential zone

**NOTE:** Applications which provide all the required information will be processed in 10 business days. Applications which do not contain the required information will not qualify as a VicSmart application. This may include a longer processing time and/or public notification.

Under the *Fences Act 1968* the property owner and the neighbour are equally responsible for any dividing fence. The removal and/or replacement of a boundary fence is a civil matter that should be dealt with by the respective property owners.

### Photographs

- ☐ Council Officer's will generally undertake a site visit when assessing the application. If the works are proposed to the rear of the property or in an area not visible from the street, photographs should be provided to assist Council Officer's in undertaking a proper and full assessment.

### Will I need any other permits?

In addition to the planning permit; you may also require other permits from Council. These may include health, local laws, building, etc... Please contact Council for further information.