



## Checklist for Development of 1 Dwelling (lots greater than 300m<sup>2</sup>)

April 2017

*This checklist applies to applications to construct or extend a dwelling where no assessment is made (by the Planning Authority) under Clause 54 of the Moreland Planning Scheme.*

*This checklist applies to applications to construct or extend a dwelling where the overall land size exceeds 300 square metres and Planning Permit requirements are triggered by Overlay Controls such as Heritage, Environmental Significance or Special Building Overlays etc. It is important that permit applicants obtain a copy of the relevant overlay controls in order to see if there is other information required by these overlays.*

*Please check the planning scheme requirements before submitting an application by visiting the Department of Planning and Community Development website: [www.dpcd.vic.gov.au](http://www.dpcd.vic.gov.au) or attending the City Development Branch enquiries counter at the Moreland Civic Centre.*

The Moreland Civic Centre is located at 90 Bell Street, Coburg. If you would prefer to speak to an officer via telephone, call 9240 1111.

### Pre-application meetings

Council encourages applicants to meet with the City Development Branch before lodging an application. These meetings are designed to advise applicants whether proposals are generally consistent with the Moreland Planning Scheme before they are lodged. Planning staff will also aim to assist applicants to become fully aware of the standard and extent of documentation they are required to provide in order to reduce or avoid the need for Council to request further information.

### Submit a planning permit application online:

- You need to register first as a user with Council Online Services before you can submit a planning permit application online.
- Once you are a registered user, sign in and lodge a planning permit application.
- As part of the online application process, you pay the fee online with Visa or MasterCard.

To know more please visit [www.moreland.vic.gov.au/planning-permit-application](http://www.moreland.vic.gov.au/planning-permit-application)

**All planning applications for one dwelling on a lot must include** (to be provided electronically where possible): A completed and signed application form.

A legible, full and current copy of title showing the search statement including details of any unregistered dealings. The title must be no older than 3 months and show all boundaries, easements and a full copy of any registered restrictive covenants on the land.

The application fee (refer to fee schedule).

### Plans

Plans of the proposed development, with dimensions at a scale not less than 1:100. Plans in electronic form are also encouraged. Plans should show:

- The title boundaries and dimensions of the site.
- Extent of any proposed building demolition and structures to remain.
- Floor plan and all elevations of proposed buildings or works on the site (proposed alterations and additions to existing buildings to be highlighted).

**Moreland City Council**  
Locked bag 10  
Moreland Victoria 3058  
info@moreland.vic.gov.au  
moreland.vic.gov.au

Moreland City Council  
Switchboard and after  
hours emergency:  
T 9240 1111  
TTY 9240 2256

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- Floor plans for all levels dimensioning setbacks from all the title boundaries, finished floor levels and the location of buildings on adjoining properties.
- All elevations accurately depicting the slope of the land and indicating the differences between natural ground levels compared to proposed floor levels. The elevation plans need to show finished floor levels and the overall building height to Australian Height Datum (AHD) or a Reference Level (RL) that will not be affected during construction.
- A roof plan including details of air conditioning, other plant equipment, including any screening, and the location of buildings on adjoining properties.
- Location and dimensions of existing and proposed crossovers and car parking spaces in accordance with the Moreland Planning Scheme.
- Elevations (with dimensions) of any proposed front fences.
- A development summary that details the site area, site coverage, the size of the dwelling and hard-surfaced area and percentages.
- A schedule of materials, colours and finishes of external surfaces, including roofs, walls, fences and garages.
- Location of street frontage features such as poles, service pits and street trees.
- Written consent from the relevant authorities to build over any easements.

**Please note**

*Please note that the planning officer assessing the application may require additional information, or may need to clarify the information that is provided with an application.*

*This document is provided for information purposes only and as a guide to the planning process. Statutory controls and planning processes are subject to change.*

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ਪੰਜਾਬੀ 9280 0751  
All other languages  
9280 1919



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