

Details required on plans	Applicant Use Only	Council Use Only
Site Plan:		
• Lot number/s and lot dimensions, street names, North point and AHD levels;	<input type="checkbox"/>	<input type="checkbox"/>
• Information on any proposed contours, change of levels, excavation, fill, finished floor levels, finished ground levels (including outdoor areas) and location and height of existing or proposed retaining walls;	<input type="checkbox"/>	<input type="checkbox"/>
• Location and dimension of all car parking bays (including visitors' bays, loading bays, manoeuvring areas, existing and proposed crossovers, proposed vehicle wash bays/areas and waste water disposal systems);	<input type="checkbox"/>	<input type="checkbox"/>
• Location of proposed buildings and existing buildings to be retained;	<input type="checkbox"/>	<input type="checkbox"/>
• Landscaping areas, storage areas and bin storage areas;	<input type="checkbox"/>	<input type="checkbox"/>
• Parking, turning and manoeuvring areas, existing and proposed crossovers;	<input type="checkbox"/>	<input type="checkbox"/>
• Pedestrian access to and across the site;	<input type="checkbox"/>	<input type="checkbox"/>
• Details of fencing;	<input type="checkbox"/>	<input type="checkbox"/>
• Calculation of plot ratio, communal open space and open space and overshadowing expressed in percentages and square metres (including overshadowing diagram showing extent of overshadowing on adjoining properties).	<input type="checkbox"/>	<input type="checkbox"/>
• Transformer locations and details	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan:		
• Lot number/s and lot dimensions, street names, North point;	<input type="checkbox"/>	<input type="checkbox"/>
• Internal layout of any proposed and existing structures to be retained;	<input type="checkbox"/>	<input type="checkbox"/>
• Total floor area in square metres;	<input type="checkbox"/>	<input type="checkbox"/>
• Labelling the use of each room/area and dimensions;	<input type="checkbox"/>	<input type="checkbox"/>
• All plans to show boundary location and boundary setbacks .	<input type="checkbox"/>	<input type="checkbox"/>
Site Survey Feature:		
• Lot boundaries and dimensions;	<input type="checkbox"/>	<input type="checkbox"/>
• Lot number/s, street names, North point and AHD levels;	<input type="checkbox"/>	<input type="checkbox"/>
• Existing contours at 0.5m intervals extending past property boundaries;	<input type="checkbox"/>	<input type="checkbox"/>
• Relevant spot levels; location and finished floor levels of adjoining buildings;	<input type="checkbox"/>	<input type="checkbox"/>
• Existing structures, including retaining walls;	<input type="checkbox"/>	<input type="checkbox"/>
• Fixtures and infrastructure within Council verge (bus stops, power poles etc);	<input type="checkbox"/>	<input type="checkbox"/>
• The position of existing street trees (located on the Council verge). Plans should indicate if trees are proposed to be removed or are affected by new crossovers.	<input type="checkbox"/>	<input type="checkbox"/>
Elevations:		
• Boundary to boundary elevations showing the height of all development (existing and retained);	<input type="checkbox"/>	<input type="checkbox"/>
• Composite streetscape elevations;	<input type="checkbox"/>	<input type="checkbox"/>
• Natural ground levels;	<input type="checkbox"/>	<input type="checkbox"/>
• Colours and materials to be clearly marked and detailed on elevations.	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Information:		
• Information in support of the application (e.g. written justification for variations to development standards, photographs, 3D composite models etc);	<input type="checkbox"/>	<input type="checkbox"/>
• Traffic Impact Study, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
• Signage details if applicable	<input type="checkbox"/>	<input type="checkbox"/>
• Reference to the R-Codes, Local Planning Scheme and/or <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
• If the development is within a designated Bushfire Prone Area, provision of a BAL Assessment(s) or BAL Contour Map and a Bushfire Management Plan or a short statement justifying why SPP3.7 does not apply	<input type="checkbox"/>	<input type="checkbox"/>

Disclaimer

This checklist intends to assist applicants in ensuring their development application is complete and contains all necessary information for an assessment being undertaken.

Notwithstanding the contents in this checklist, please note that the City reserves the right to request additional information as required for specific applications such as truck movement plans, traffic reports, colour perspective elevations and acoustic reports.

For larger applications, applications are encouraged to arrange an appointment with a Planning Officer prior to lodgement. **Discussing your development proposal at an early stage can avoid unnecessary delays in the processing of your application.**

This publication is intended to provide general information only. Verification with the original Local Laws, Planning Schemes and other relevant documents is required for detailed references.

Applicant's Name	Accepting Officer's Name
Date	Date