



Checklist for planning applications

Construction and/or extension of a single dwelling or multiple dwellings on a lot (rescode)

Application lodgment guidelines

- Please submit your application electronically – by email, online file sharing service or USB. This should include:
 - The complete application as a single PDF document, optimised to reduce file size, not encrypted or password protected, and appropriately bookmarked (see Appendix 1 for more information)
- One hard copy set of architectural plans is required. Please provide this unbound on A3 size standard paper. No other documents are required in hard copy

All planning applications must include:

- A completed application form
- A recent copy of the title for the land (dated no more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and the Register Search Statement which lists any encumbrances or restrictive covenants that may affect the land. A Certificate of Title may be obtained online from [LANDATA](https://www.landata.vic.gov.au/)¹ or by contacting the [Land Information Centre](https://www.propertyandlandtitles.vic.gov.au/contact-us).²
- A valid Metropolitan Planning Levy Certificate where the estimated cost of works for the proposed development exceed \$1 million. For more information about the levy and obtaining certificates, please contact the [State Revenue Office](https://www.sro.vic.gov.au/metropolitan-planning-levy).³
- The prescribed application fee

Applications for construction and/or extension of a single dwelling or multi dwellings on lot (rescode) should also include:

- A neighbourhood and site description which may use a site plan (to be submitted in triplicate at a scale of 1:100 or 1:200), photos or other techniques which documents the existing built form and character of the site and surrounding neighbourhood as required by Clause 54.01 or 55.01 of the Melbourne Planning Scheme (as applicable).
- A design response as detailed by Clause 54.01 or Clause 55.01 of the Melbourne Planning Scheme (as applicable) which explains how the design of the proposed development has responded to the site and its context as identified in the neighbourhood and site description.
- Fully dimensioned plans and elevations at preferred scales of 1:100 or 1:200 showing the following (as appropriate):
 - The boundaries and dimensions of the site.

¹ <https://www.landata.vic.gov.au/>

² <https://www.propertyandlandtitles.vic.gov.au/contact-us>

³ <https://www.sro.vic.gov.au/metropolitan-planning-levy>

- Existing conditions plan detailing all buildings and significant landscaping.
- Extent of building demolition and structures to remain.
- Plans and elevations of all proposed buildings or works on the site (proposed alterations and additions to be highlighted).
- Details of Relative Levels to Australian Height Datum or a Temporary Benchmark of the proposed overall building heights, floor to ceiling and finished floor levels to all structures.
- Shadow diagrams (at 9am, 12noon and 3pm at the Equinox) of the proposed buildings and adjacent structures demonstrating the extent of the additional shading to adjacent private open space.
- Streetscape drawings showing how the proposal relates to adjoining properties.
- Location of car-parking and/or crossovers both existing and proposed (if applicable) to the Australian Standards.
- Details of finishes, detailing materials and colours of main external surfaces including roofs, walls, fences and garages resulting from the development.
- Elevations (with dimensions) of any proposed front fences.
- Details of any environmentally sustainable design features (e.g. energy efficiency, water saving, etc.)
- Details of the consideration of the Disability (Access to Premises-Buildings) Standards 2010
- A copy of an approved Cultural Heritage Management Plan (CHMP), if applicable. To determine whether or not a CHMP should be prepared please contact the Office of Aboriginal Affairs Victoria.

This checklist outlines the standard information required for application lodgement. Additional information may be requested by the assessing planning officer.

For further information

Telephone: (03) 9658 9658

Email: planning@melbourne.vic.gov.au

www.melbourne.vic.gov.au⁴

⁴ <http://www.melbourne.vic.gov.au>

Appendix 1: Bookmarking for electronic application

Please apply bookmarks to the relevant sections of the PDF application document. Below is the City of Melbourne preferred layout for a planning application.

1. Planning application form
2. Metropolitan planning levy certificate
3. Title documents
 - 3.1. Register search statement
 - 3.2. Plan of subdivision
 - 3.3. Restrictions
4. Requisite permissions required prior to works commencing
5. Cover letter
6. Planning report
7. Urban context report and design response
8. Architectural plans
9. Feature and levels survey plan
10. 3D renders
11. Wind assessment report
12. Environmentally sustainable design statement
13. Waste management plan
14. Traffic impact assessment report
15. Street tree impact assessment report
16. Phase 1 / phase 2 environmental assessment