



Checklist for planning applications

Construction of, or alterations to, a building of five or more storeys

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)
 - A completed application summary table in Word format (see Appendix 2 for template)
- 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 of, or alterations to, a building of five or more storeys should also include:

Reports

- A site analysis and descriptive statement (urban context report) explaining how the proposed development responds to the site, its context and relevant planning controls, policies and provisions of the Melbourne Planning Scheme including a response to Clause 58 (if applicable)
- Waste Management Plan demonstrating compliance with the City of Melbourne's Waste Management Guidelines
- Arboricultural Impact Assessment prepared by a certified arborist that outlines any potential impacts the proposal and construction methodology (traffic, loading zones, gantries etc) has on council trees. Where

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>

tree removal is proposed replacement trees must be identified. It is City of Melbourne policy that all efforts must be made to retain trees

- A Tree Protection Plan prepared in accordance with the *Tree Retention and Removal Policy 2012*⁴
- A copy of an approved Cultural Heritage Management Plan (CHMP). A Preliminary Aboriginal Heritage Test (PAHT) to determine whether the proposal requires the preparation of a Cultural Heritage Management Plan can be established through Aboriginal Victoria.
- An application for a sensitive land use (e.g. residential / childcare) should include an Environmental Assessment of the land carried out by a suitably qualified environmental professional, who is a member of the Australian Contaminated Land Consultants' Association
- Details of energy, water and waste efficiency including demonstration of compliance with Clause 22.19

Plans / Elevations

- Fully dimensioned plans and elevations including the scale and orientation and showing the following (as appropriate):
 - A site plan detailing boundaries and dimensions of the site, adjoining roads and street trees
 - The layout of existing buildings and works and any significant vegetation on the site
 - Demolition plan clearly showing the extent of demolition and structures to be retained
 - Plans, elevations and sections detailing:
 - proposed buildings and/or works on the site (alterations and additions to be highlighted)
 - the intended use of the components of the building and predicted furniture layouts
 - notations of relative levels to Australian Height Datum (AHD) or a temporary benchmark of the proposed overall building heights, floor to ceiling and finished floor levels to all structures, the slope of the land and indicating the differences between natural and finished floor levels
 - notations of building and wall heights, building setbacks and projections at each level including the clearance heights from footpaths and/or road surfaces demonstrating compliance with the City of Melbourne's Road Encroachment Guidelines⁵
 - outline of any built form controls (Zone / DDO)
 - provision of entrances, car parking, bicycle facilities, loading of vehicles and access to parking spaces and loading bays (fully dimensioned) to relevant Australian Standards and waste storage areas
 - location of structural columns and building services (e.g. fire boosters, substation)
 - the exact location and canopy spread of all Council trees in the road reserve(s) adjoining the site and trees proposed for removal
 - Coloured 3D perspectives taken at multiple angles
 - Details of proposed finishes, materials and colours
 - Shadow diagrams showing each hour between 9.00am and 3.00pm. Diagrams to show all open space (public and private) in square metres, and shadow impact in square metres (existing and proposed)
 - A landscape layout plan
 - Details of the consideration of the Disability (Access to Premises-Buildings) Standards 2010

⁴ www.melbourne.vic.gov.au/community/parks-open-spaces/tree-protection-management/pages/tree-protection-policy.aspx

⁵ www.melbourne.vic.gov.au/SiteCollectionDocuments/road-encroachment-guidelines.pdf

- For developments of five or more storeys a 3D digital model should also be provided with the application. Please see [Advisory Note - 3D Digital Modelling](#)⁶ for more information on how to provide this

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

Planning and Building

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Telephone: (03) 9658 9658

Email: planning@melbourne.vic.gov.au

www.melbourne.vic.gov.au⁷

⁶ <http://www.melbourne.vic.gov.au/sitecollectiondocuments/advisory-note-3d-digital-modelling.doc>

⁷ <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

Appendix 2: Application summary table

Please provide as a Word document

Address	-
Applicant	-
Owner	-
Architect	-
Proposal	-
Cost of works	-
Planning controls	-
Gross floor area (m2)	-
Floor area ratio (if applicable)	-
Podium height	-
Building height and storeys	-
Building setbacks from boundaries	-
Dwelling numbers & type (total plus number of 1, 2 and 3+ bedroom dwellings)	-
Net floor area of commercial uses	-
Garden area (if applicable)	-
Total car spaces	-
Total motorcycle spaces	-
Total bicycle spaces and facilities	-