

# CONSTRUCT BUILDINGS AND WORKS IN AN OVERLAY

## Checklist for VICSMART planning permit applications

NOTE: See VicSmart factsheets "Minor works in an Heritage Overlay" for that class of VicSmart

### When is a planning permit required and what qualifies it as a VICSMART application?

A planning permit is required to construct buildings or carry out works within a Design and Development Overlay, Environmental Significance Overlay or a Special Building Overlay. An application for buildings or works qualifies as a VicSmart application if:

- the land is within an Industrial Zone or covered by a Design and Development Overlay, and the estimated cost of the buildings or works does not exceed \$1,000,000 (see also Construct Buildings and works in an Industrial, Commercial Special Use or Comprehensive Development zone Checklist)
- the land is within a Special Use Zone, Comprehensive Development Zone Commercial Zone or covered by a Design and Development Overlay and the estimated cost of the buildings or works does not exceed \$500,000 (see also Construct Buildings and works in an Industrial, Commercial Special Use or Comprehensive Development zone Checklist)
- the land is covered by an Environmental Significance Overlay, and the proposal is for works associated with a dwelling for a carport, garage, pergola, verandah, deck, shed or similar structure
- the land is covered by a Design and Development Overlay, if the proposal is for works associated with a dwelling for a carport, garage, pergola, fence, verandah or similar structure
- The land is located within a Special Building Overlay

You should check the zoning of the land and any other overlays that may affect the site to make sure a permit is not required under a separate provision of the Planning Scheme. If a permit is required, you should also check the relevant VicSmart checklists to ensure the proposal can be classed as a VicSmart application.

To ensure that we can process your application as quickly as possible, please read the checklist on the following page carefully and ensure that you have provided all the necessary documentation otherwise your application will not be accepted.

If you are unclear about any aspect of your application, please contact Town Planning on email [townplanning@hobsonsbay.vic.gov.au](mailto:townplanning@hobsonsbay.vic.gov.au) or telephone 9932 1000 to discuss your proposal.

#### Office Use Only

Is this a VicSmart application?  Yes  No Provision:  Clause 59.05 (Buildings and works in an Overlay)

Clause 59.08 (Special Building Overlay)

Has all information been provided?  Yes  No Comment: \_\_\_\_\_

Application checked by: \_\_\_\_\_ Date: \_\_\_\_\_

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**If all information is not provided at the time of submission, your application WILL NOT be lodged.**

**For all planning permit applications the following MUST be provided:**

- a completed application form
- the application fee
- copy of title and any registered restrictive covenant  
Certificate of Title must be less than 90 days old, include the Title Plan and details of any Restrictive Covenants and/or Encumbrances that are referred to on the Title. This information can be obtained from Land Victoria (telephone 8636 2010) or [www.land.vic.gov.au](http://www.land.vic.gov.au)
- one electronic copy of a layout plan drawn to scale (1:100) and fully dimensioned showing:
  - the location, shape and size of the site
  - the location, height and design of the proposed buildings and works including details of materials.
  - the location of any existing buildings, including fences and trees.
- a photograph of the building or area affected by the proposal
- for land in a Design and Development Overlay, a written description of how the proposal responds to the design objectives specified in the schedule to the overlay
- for land in a Special Building Overlay,
  - One electronic copy of a plan drawn to scale (1:100) and fully dimensioned showing:
    - setbacks between existing and proposed buildings and site boundaries natural surface levels of the site to Australian Height Datum (AHD)
    - floor and surface levels of any existing and proposed buildings and works to AHD
    - cross sectional details of any basement entry ramps and other basement entries to AHD, showing floor levels of entry and exit areas and drainage details
    - if subdivision is proposed, the location, shape and size of the proposed lots to be created floor and surface levels of any existing and proposed buildings and works to AHD
  - written advice, including endorsed plans of the proposal and any conditions, from Melbourne Water demonstrating that the floodplain management authority has considered the proposal for which the application is made within the past three months and does not object to the granting of the permit for the proposal.

**Declaration:** This must be signed by the applicant\*

I declare that I am the applicant and that I have provided all the information required in this checklist.

Signature:

Date: