

# CONSTRUCT BUILDINGS AND WORKS IN A RESIDENTIAL ZONE

## Checklist for VICSMART planning permit applications

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

A planning permit may be required to construct a building or carry out works within a Mixed Use Zone, Residential Growth Zone or General Residential Zone. An application for buildings or works qualifies as a VICSMART application if the proposal:

- is to construct an outbuilding or extend a dwelling if the development:
  - meets the minimum garden area requirement for a lot in the General Residential Zone
  - does not exceed a building height of 5 metres
  - is not visible from the street (other than a lane) or a public park
- is to construct a building or construct or carry out works not associated with a dwelling with an estimated cost of up to \$100,000
- complies with the following standards of Clause 54 of the Hobsons Bay Planning Scheme:
  - A10 Side and rear setbacks
  - A11 Walls on boundaries
  - A12 Daylight to existing windows
  - A13 North-facing windows
  - A14 Overshadowing open space
  - A15 Overlooking

For building or construction or carry out works not associated with a dwelling, the above standards apply if the land adjoins land in a residential zone used for residential purposes.

You should check if the subject site is covered by an overlay to make sure a permit is not required under a separate provision of the Planning Scheme. If so, check the relevant VicSmart checklists to ensure the proposal can be classed as a VicSmart application.

To ensure that Council 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.

<b>Office Use Only</b>	
Is this a VicSmart application?	<input type="checkbox"/> Yes <input type="checkbox"/> No Provision: Clause 59.04 (Buildings and works in a zone)
Has all information been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment: _____
_____	
_____	
Application checked by: _____	Date: _____

# CONSTRUCT BUILDINGS AND WORKS IN A RESIDENTIAL ZONE

## Checklist for VICSMART planning permit applications

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 boundaries and dimensions of the site
    - adjoining roads
    - the location, height and use of buildings and works on adjoining land
    - relevant ground levels
    - the layout of existing and proposed buildings and works
    - any contaminated soils and filled areas, where known
    - all existing and proposed driveways, car parking, bicycle parking and loading areas
    - existing and proposed landscape areas
    - the location of easements and services
  - one electronic copy of elevation drawings to scale showing the height, colour and materials of all proposed buildings and works
  - a photograph of the building or area affected by the proposal
  - a written statement describing the proposal and:
    - the built form and character of adjoining and nearby buildings
    - heritage character of adjoining heritage places
    - ground floor street frontages, including visual impacts and pedestrian safety
  - the number of car parking spaces required under Clause 52.06 - Car parking
  - turning circles for vehicles accessing the site
  - Whether the proposed development is consistent with any neighbourhood character objectives set out in the schedule to the zone.
  - Whether the development is compatible with residential use.
  - The scale and intensity of the development.
  - The design, height, setback and appearance of the proposed buildings and works
- a written statement, plan or diagram showing how the proposal meets the requirements in the following standards of Clause 54:
  - A10 Side and rear setbacks
  - A11 Walls on boundaries
  - A12 Daylight to existing windows
  - A13 North-facing windows
  - A14 Overshadowing open space
  - A15 Overlooking

**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: