

REALIGN A BOUNDARY BETWEEN TWO LOTS

Checklist for VICSMART planning permit applications

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

A planning permit is required to realign the boundary between two lots in any residential, industrial, special use, comprehensive development or commercial zone within Hobsons Bay City Council. The boundary realignment qualifies as a VicSmart application if:

- the land is located within a residential zone, industrial zone, Special Use Zone, Comprehensive Development Zone, or covered by an Environmental Significance Overlay, Heritage Overlay or Design and Development Overlay
- the area of either lot is reduced by less than 15%
- the general direction of the common boundary does not change. For example, if the boundary is currently in an east-west direction, it must remain in an east-west direction

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 or telephone 9932 1000 to discuss your proposal.

Office Use Only

Is this a VicSmart application? Yes No Provision: Clause 59.07 (Heritage Overlay)

Clause 59.01 (Realign the common boundary between two lots) Clause 59.08 (Special Building Overlay)

Has all information been provided? Yes No Comment: _____

Application checked by: _____ Date: _____

Hobsons Bay City Council

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**HOBSONS
BAY CITY
COUNCIL**



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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
 - if the land is in more than one ownership, the consent of the owners of the land

- the application fee

- certificate of Title and any registered Restrictive Covenants and/or Encumbrances

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

- 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 of any existing buildings, car parking areas, driveways, storage areas, loading areas and private open space

 - the location of any easements on the subject land

 - the location of the approved stormwater discharge point

 - the location and details of any significant vegetation

 - the location of any street trees, poles, pits and other street furniture

 - existing and proposed vehicle access to the lots

 - any abutting roads

 - the location of the existing and proposed common boundary between the lots and the proposed size and shape of the realigned lots

 - any proposed common property to be owned by a body corporate and the lots participating in the body corporate

- if common property is proposed, an explanation of why the common property is required

- a written statement that describes:
 - the existing use of the land and its possible future development

 - the reason for the realignment of the common boundary

- For land in an overlay, how the proposal responds to any statement of significance, objectives or requirements specified in the schedule to the overlay.

- if the land is in an area where reticulated sewerage is not provided, a plan which shows the location of any existing effluent disposal area for each lot or a land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the *Environment Protection Act 1970*

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: