

SUBDIVIDE LAND WITH AN APPROVED DEVELOPMENT INTO 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 subdivide land into two lots in any residential, industrial or commercial zone within the municipality. The application 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, Special Building Overlay, Heritage Overlay or Design and Development Overlay
- the construction of a building or the construction or carrying out of works on the land has been approved under the planning scheme or by a permit issued under the scheme and the permit has not expired
- the construction or carrying out of the approved building or works on the land has lawfully started
- the subdivision does not create a vacant lot




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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provision: <input type="checkbox"/> Clause 59.07 (Heritage Overlay)
<input type="checkbox"/> Clause 59.02 (Subdivision of Building and car parking spaces)	<input type="checkbox"/> Clause 59.08 (Special Building Overlay)
Has all information been provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Comment: _____

Application checked by: _____	Date: _____

Hobsons Bay City Council
 115 Civic Parade, Altona
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 www.hobsonsbay.vic.gov.au



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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
- a copy of the relevant planning permit and approved plans for the development.
- confirmation that construction of the development has commenced.
- 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 and private open space
 - the location, shape and size of the proposed lots to be created
 - the location of any easements on the subject land
 - the location and details of any significant vegetation
 - the location of the approved stormwater discharge point
 - any abutting roads
 - the location of any street trees, poles, pits and other street furniture
 - existing and proposed vehicle access to the lots
 - any loading bays and vehicle standing areas
 - any waste storage areas
 - 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
- 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*
- For land in an overlay, a written statement that describes how the proposal responds to any statement of significance, objectives or requirements specified in the schedule to the overlay.

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: