

## Checklist

# Multi-dwelling development (units or townhouses)



Applications should be lodged through Council's [Greenlight Portal](#), and be accompanied by an electronic copy of the following information:

- application fee: identified as Class 10-15 depending on the estimated cost of works on Council's [Schedule of Fees](#)
- a recent full copy of title (less than 90 days old) and details of any restrictive covenant. A full copy of title can be obtained from the LANDATA website, <https://www.landata.vic.gov.au/>
- a Metropolitan Planning Levy Certificate if the estimated cost of development is greater than \$1,052,000 (more details can be found at the [State Revenue Office Website](#))
- a site analysis plan, showing:
  - site shape, size, and orientation
  - the location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site
  - the use of surrounding buildings
  - the location of secluded private open space and habitable room windows of surrounding properties, particularly those which have an outlook to the site within 9 metres
  - solar access to the site and to surrounding properties
  - the location of solar panels on adjoining properties
  - the location of significant trees existing on the site and any significant trees removed from the site 12 months prior to the application being made
  - any contaminated soils and filled areas, where known
- significant views to and from the site
- street frontage features such as poles, utility service assets, street trees and kerb crossovers
- the location of local shops, public transport services and public open spaces within walking distance
- levels taken from a defined point on the footpath at the frontage of the site or in relation to Australian Height Datum (AHD) and the difference in levels between the site and surrounding properties
- any other notable features or characteristics of the site
- a neighbourhood context plan including details in the form of a plan or aerial photograph, showing broader contextual information
- a design response, explaining:
  - how the design derives from and responds to the neighbourhood and site description
  - how the design responds to any neighbourhood character features for the area identified in the [Hobsons Bay Neighbourhood Character Policy 2002](#)
  - photographs of the subject site and adjoining/ opposite properties may be supplied
- a streetscape elevation to an appropriate scale showing:
  - the existing and the proposed development in the context of the street
  - front elevations of at least three buildings either side of the proposed site
  - where the property is on a corner, streetscape elevations of both streets

- a written statement as to how the proposal complies with Clause 55 of the [Hobsons Bay Planning Scheme](#). The written statement should describe how the proposal is consistent with any relevant policy for housing in the State/Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies and also include:
    - a response to the relevant Neighbourhood Character Policy located in the Local Planning Policy section of the Hobsons Bay Planning Scheme
    - a response to any other relevant overlay or policy
  - if in a General Residential Zone, an assessment against the Minimum Garden Area requirements of the Hobsons Bay Planning Scheme, including a fully dimensioned plan clearly showing the areas used as part of the calculation in square metres
  - a site plan drawn to an appropriate scale and fully dimensioned showing:
    - the boundaries and dimensions of the site
    - the location and dimensions of any easements
    - the layout of all proposed buildings
    - setbacks from all boundaries
    - the location of the current boundary fences and the location of the proposed boundary fence. If the boundary fences are not being relocated, this must be notated on the plans
    - if boundary fences are to be relocated to a title boundary, a re-establishment survey must be submitted confirming the location of the title boundary
    - the dimensions of all rooms and the purposes for which the rooms are to be used
    - all driveways and provision of car parking
    - percentage site coverage by buildings
    - provision of secluded private open space in square metres for each dwelling
    - percentage permeability
    - the location of significant vegetation including all street trees
    - the location of any grouped meter box structures
    - ground and finished floor levels taken from a defined point on the footpath at the frontage of the site or in relation to Australian Height Datum (AHD) and the difference in levels between the site and surrounding properties
  - an elevation plan drawn to an appropriate scale and fully dimensioned showing:
    - wall and overall heights above ground level
    - specify natural ground level, finished ground level, finished floor level and total building heights measured relative to a level taken from a defined point on the footpath at the frontage of the site or in relation to Australian Height Datum (AHD)
    - a schedule of all external materials and finishes showing the materials, colour and finish of all external walls, roof, fascias and window frames
    - include all internal elevations between properties (except where there are party walls)
    - the location of any grouped meter box structures
    - any proposed new front fence
  - shadow diagrams drawn to an appropriate scale showing shadows cast at **9am**, **12pm**, and **3pm** taken at the September equinox (22<sup>nd</sup>)
 

The diagrams must show:

    - the shadow cast by all existing fences, buildings, trees and structures
    - the shadow cast by the proposed development
    - all adjoining properties including the location of all structures, buildings and secluded private open space areas
    - the location and the shadows cast on existing rooftop solar energy facilitates on dwellings on adjoining lots if they are located within a General Residential Zone.

Further shadow diagrams may be required to ensure compliance with Standard B10 and Standard B21 of the Hobsons Bay Planning Scheme.
  - A Sustainable Design Assessment or Sustainable Management Plan in accordance with [Clause 22.13 of the Hobsons Bay Planning Scheme](#).
- Please note that applications not lodged through the Greenlight Portal must also be accompanied by a fully completed Application for Planning Permit form.
- Further information may be required once an initial assessment of the application has occurred.
- If you would like to find out more or speak to one of Council's planners, please call 9932 1000 or email [townplanning@hobsonsbay.vic.gov.au](mailto:townplanning@hobsonsbay.vic.gov.au)