



CITY OF
MONASH

Planning Application Lodgement Checklist

An application for Planning Permit lodged with Council must be accompanied by adequate information to enable its assessment in compliance with the provisions of the Monash Planning Scheme.

This Checklist has been prepared to give guidance to applicants so that the correct information is provided with the application and processing delays are minimised.

ALL APPLICATIONS;

- The prescribed application fee – see Schedule of Fees
- Full copy of Title showing all boundaries/easements/covenants on the land
- Notification fee (if applicable)

CHANGE OF USE APPLICATIONS;

All change of use applications (where there are to be no new buildings or works) must be accompanied by the following:

- A set of plans to scale showing the layout of the site, internal details of the building/s, car parking areas, etc..
- full details of the existing use
- the purpose of the use and the types of activities which will be carried out
- hours of operation
- number of practitioners/staff
- any special requirements including equipment, materials, delivery times
- number of seats (for restaurants)
- car parking study and justification to waive parking (if applicable)
- likely affects of the use on the adjoining neighbourhood including:
 - * air-borne emissions
 - * emissions to land and water
 - * noise levels
 - * traffic
 - * hours of delivery and dispatch
 - * light spill, solar access or glare
 - * hours of operation

If an industry or warehouse is proposed:

- the type and quantity of goods to be stored, processed or produced
- whether a Works Approval or Waste Discharge Licence is required from the Environment Protection Authority
- whether a licence under the Dangerous Goods Act 1985 is required

BUILDING AND WORKS APPLICATIONS;

All applications must be accompanied by a set of plans. Plans must be drawn to a metric scale and clearly show:

- the boundaries and dimensions of the site
- setbacks to all boundaries
- site coverage
- hard surface area (includes all paved areas)
- areas to be landscaped
- dimensions of all buildings
- driveways and car parking areas/visitor spaces in accordance with Council Engineering templates
- all proposed footpaths and paved areas
- natural ground levels (if land is located within an SBO or LSIO levels must be to Australian Height datum (AHD))
- finished floor levels (if land is located within an SBO or LSIO levels must be to AHD)
- internal layout of existing building
- existing vegetation to be retained/removed
- location of buildings on adjoining properties
- features on the road reserve (pits/poles/street trees/drains)
- service areas, such as waste and recycling areas, utilities and services
- areas not required for immediate use

Elevations to a scale of not less than 1:100 which indicates:

- floor to ceiling heights
- overall building heights
- building materials, colours and finishes
- proposed excavation works

- Plans showing proposed landscaping works and planting including tree species and mature height
- Site analysis and design response pursuant to Clause 22.01 (Residential Development and Character Policy) of the Monash Planning Scheme.
- An indication/evidence of the likelihood of obtaining 'Use of easement' approval from the appropriate authorities and Council's Engineering Division (if building over an easement)
- An Environmentally Sustainable Development (ESD) report for any application for development greater than three (3) dwellings on one lot

APPLICATIONS FOR SUBDIVISION

- Completed Form 1 (for certification application)
- Full copy of Title showing all boundaries/easements/covenants on the land
- The prescribed application fee – see Schedule of Fees
- A Plan of Subdivision drawn to a metric scale

SIGNAGE APPLICATIONS;

All applications must be accompanied by a set of plans. Plans must be drawn to a metric scale and clearly show:

- the location of the proposed signage on the property/premises - setbacks must be indicated

Elevations shown from natural ground level:

- dimensions of the sign, including the height of letters
- advertisement message/s
- method of illumination (if applicable)
- colours of sign & lettering
- all existing signage on site to be retained

OTHER INFORMATION (IF APPLICABLE);

- A written submission detailing how the proposal relates to the purpose of the zone
- For works within a Public Use Zone, Public Park and Recreation Zone and Public Conservation and Resource Zone an application must be accompanied with written consent from the relevant public land manager that the public land manager consents generally or conditionally to the proposal.

NOTE:-

The information is required as part of the process to assess the application and compliance with this checklist does not necessarily mean that the proposal will be approved.

Failure to provide all of the information required will result in either:

- **Return of all documents requiring re-submission with all information, or**
- **Delayed processing of the application.**

Further information may still be requested pursuant to Section 54 of the Planning & Environment Act 1987.