

Making a planning application



Preparing and lodging a planning permit application

As with most things in life, preparation is paramount, and this certainly applies to preparing and lodging an application for a planning permit. Whether you are planning a simple home extension, or a complex commercial, industrial or residential development, some forward planning and attention to detail will help you when putting together your application. This will not only facilitate a smooth planning process, but potentially save you time and money.

Do your homework

- Research any planning policies or guidelines that may apply to your proposed development or site. Does your proposal meet the requirements of these policies?
- You should consider engaging a design professional and/or planning consultant, particularly if your proposal is large or complex.

Talk to your neighbours

- Be sure to talk to your neighbours before finalising your plans. If they are unhappy with an aspect of your proposal, you may be able to reach a compromise before lodging your planning application.
- Being up front from the start will reduce the potential for conflict later on. And if there are no objections to what you are proposing, it is likely that Council will take less time to process your application.

Talk to Council

- Before you lodge your planning application, bring in your plans to the front counter for preliminary discussions with one of our town planners, preferably make an appointment.
- We can let you know if you are on the right track, and discuss any potential issues or areas of concern with you. We can also tell you about any relevant Council policies that you will need to consider when preparing your application.
- Are you aware of Council's requirements regarding the provision of vehicular access?

Undertake a site analysis

- Take photographs of the site and surrounding area, including neighbouring properties. What are the opportunities presented by the site? What are the constraints?
- At this early stage, it is also worthwhile talking to adjoining property owners to find out what they value about their property and why.
- You may need to engage a surveyor to record the exact dimensions, slope and conditions of the site and the surrounding area.
- Prepare a site description in order to illustrate the characteristics of the site and surrounding area.

Prepare sketch plans

- Prepare sketch plans of your proposal, taking into consideration the opportunities and constraints identified by your site analysis.
- At this stage of your planning, it is also important to consider the integration of landscaping into your proposed development.
- Prepare a design response statement, outlining how your preliminary design has responded to the site and surrounding area.

Review and finalise your plans

- Weigh up the feedback received from Council and your neighbours. Review your plans and incorporate any suggested changes that you think are reasonable.
- Finalise your plans and any written material, including your neighbourhood and site description and design response.

Lodge your application

- Complete all information as outlined in the checklist opposite and lodge your planning application with Council.

Help us to you help you

When you submit your planning application, be sure to provide us with all relevant information. An application that is incomplete will take longer to process. Plans submitted which are not to Council's satisfaction will not be accepted. Use the checklist below to help you.

Planning application checklist

- A completed application form.
- Payment of the statutory planning fee.
- Three copies of your development plans and elevations. These must be fully dimensioned and drawn to scale, plus a copy of A3 reduced plans.
- Copy of Title (must be no older than 3 months).
- Covenant statement.
- A covering letter/report explaining your proposal.
- Neighbourhood context assessment guide.

Plans

- Elevations
- Streetscape
- Design response
- Site analysis
- Existing conditions plans
- Shadow diagrams for the 22nd of September
- Landscape plans
- Front fence detail
- All levels to AHD Australian Height Datum

All applications can be improved by:

- Photographs of the site and surrounding area;
- A more detailed report describing the site and surrounding area, the proposal, the relevant planning controls, a statement outlining the merits of the proposal, and anything else that is relevant;
- An artist's impression of the proposal, or 'photo montages' depicting what your proposal will look like in its surrounds;
- Diagrams depicting the shadows that will be cast on the site and neighbouring properties.



Residential development proposals

If you are proposing a residential development, your application must be accompanied by:

- A neighbourhood and site description; and
- A design response.

The neighbourhood and site description may be a site plan, photographs or other techniques to show the characteristics of the site and the surrounding area.

The design response must explain how your proposal responds to the characteristics of the site and surrounding area, using elevations and/or photographs.

Will my application need to be advertised?

A planning application must be advertised when the proposed development has the potential to cause detriment to another person. This means that notice must be given of your application to neighbouring owners and occupiers, and any other person likely to be affected by your plans.

If you are required to advertise your application, notice can be given by:

- A sign on site;
- A notice in the local paper, and/or;
- Sending notices to potentially affected people.

There are guidelines and procedures to follow when advertising or 'giving notice' of your planning application. For a fee, Council will undertake this process for you.

Where can you get more information?

More information about the assessment of planning applications is available in the publication 'Using Victoria's Planning System' available from the Department of Sustainability & Environment.

Other helpful sites for information include:

- www.bayside.vic.gov.au
- www.dse.vic.gov.au

Corporate Centre

76 Royal Avenue, Sandringham

Postal: PO Box 27 Sandringham Victoria 3191 • Phone 9599 4444, Fax 9598 4474

Website www.bayside.vic.gov.au • Email enquiries@bayside.vic.gov.au

Hours of business 8.30am – 5.00pm

Monday – Friday (except public holidays).

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