

## Checklist for Applications to 'Construct or alter a single dwelling'

		Applicant Use	Council Use Only
1.	Completed Application Form – with all sections completed and signed.	0	0
2.	Current and full copy of Certificate of Title (including the relevant plan of subdivision and any applicable S173 agreements/covenants). The title must be produced in the past 3 months.	0	0
3.	Payment of the prescribed application fee.	0	0
4.	1 x Site plan, at a preferred scale of 1:100.	0	0
5.	1 x Elevation plan, at a preferred scale of 1:100.	0	0
6.	1 x Floor plan, at a preferred scale of 1:100.	0	0
7.	Plans must not include a previously endorsed stamp	0	0
8.	1 x Written assessment for the proposal against the provisions of the Mornington Peninsula Planning Scheme including state and local policies and Clause 54 (if the land size is less than 500sqm).	0	0
9.	1 x copy of streetscape elevations (if the proposed development can be seen from the street).	0	0
10.	1 copy of building materials and colour schedules (colour swatch samples).	0	0
11.	1 x copy of shadow diagrams for Equinox at 9am, 12noon and 3pm (where proposal is double storey).	0	0

**For Office Use Only:**

Date	Initial

*Please note that your property may be located on flood prone land and you may be required to apply for Report and Consent with councils Building Unit. To expedite the process, you may be able to provide this information at the lodgement of your application for a planning permit. Please contact the Building Unit on 5950 1050 to find out whether your property is subject to flooding. For further details on this integrated planning process please contact the Statutory Planning Unit on the number below.*

**Disclaimer: Please note that this checklist is for standard information required for lodgement of your application. Additional information may be required by the assessing Planning Officer.**