

## Checklist for Applications to ‘Construct Dwellings / Dwelling additions within the Green Wedge Zone’

		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 within 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 Farm Management Plan (if agricultural activity is to be undertaken) prepared by a suitably qualified person to include (but not limited to) the following: <ul style="list-style-type: none"> <li>• Natural features (vegetation, waterways etc)</li> <li>• Constructed features (fencing (including fencing type), dams, internal access to roads etc)</li> <li>• Soil type(s) and condition</li> <li>• Existing use of the land</li> <li>• Description of intended farming practices including stocking rates and markets</li> <li>• Sustainable land management including crop rotation, protection of vegetation and waterways</li> </ul>	0	0
9.	1 x Land Management Plan (if no agricultural activity id to be undertaken) prepared by a suitably qualified person to include (but not limited to) the following: <ul style="list-style-type: none"> <li>• Information on how the land is to be managed to achieve sustainable outcomes (i.e. the protection and enhancement of the lands ecology)</li> </ul>	0	0
10.	1 x report prepared by a qualified professional that addresses the Department of Sustainability and Environment’s (DSE’s) policy entitled <i>Victoria’s Native Vegetation Management – A Framework for Action</i> (Department of Natural Resources and Environment, 2002) must be submitted if native vegetation is to be removed and where applicable.	0	0
11.	A response on how the proposal responds to the threat of bushfire.	0	0
12.	A response on how the development blends within the landscape (a photo montage may be required for larger dwellings/sites with significant landscape value).	0	0
13.	Any other information specified in the planning controls applying to the land.	0	0
14.	2 copies of building materials and colour schedules (colour swatch samples)	0	0

*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.*

**Office Use Only:**

Date	Initial

**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.**