

Residential Application Checklist:

The following checklist is provided as a guide for lodging a complete application. While the standard of plans required will vary depending on the scale of your development, most applications will need to include the following. A separate checklist is available for commercial applications.

<input type="checkbox"/>	Development is not exempt from obtaining development approval as detailed in clause 61 of the deemed provisions contained in the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
<input type="checkbox"/>	Certificate of Title - must be provided. 'Deposited Plan or Diagram to be provided if easements are listed on the C/T.
Demolition	
<input type="checkbox"/>	Demolition plan to clearly show what is being demolished (if proposed).
Plans	
<input type="checkbox"/>	3 Copies of plans as detailed below.
<input type="checkbox"/>	Plans are accurate and to scale (1:50, 1:100, 1:200 etc.)
<input type="checkbox"/>	Plans submitted on A3 or A4 paper. If not, one A3 copy is included.
Site Plan	
<input type="checkbox"/>	Street names, lot numbers, north point and dimensions of site.
<input type="checkbox"/>	Natural ground levels and finished ground levels including spot levels, contours, adjacent property levels and verge levels.
<input type="checkbox"/>	Outline of adjoining development (including major openings and distances from boundaries).
<input type="checkbox"/>	Trees (to be retained and/or removed), street trees, footpaths, street furniture and infrastructure, existing and proposed crossovers, existing and proposed retaining walls.
<input type="checkbox"/>	If the lot is east-west oriented or overshadowing will affect any property an overshadowing diagram is required. Overshadowing is to take into account the natural ground levels of both properties.
Floor Plans	
<input type="checkbox"/>	Lot boundaries on all floor plans.
<input type="checkbox"/>	Distances from buildings to all boundaries.
<input type="checkbox"/>	Finished floor levels and ground levels of existing and proposed development.
<input type="checkbox"/>	Overlooking cones of vision from windows and balconies. Refer to R-Codes Clause 5.4.1/6.4.1 – 'Visual Privacy'.
Elevation Plans	
<input type="checkbox"/>	Neighbour's or street ground level at boundary (bold line), proposed site levels and finished floor levels.
<input type="checkbox"/>	Finishes and materials (Note: Zinalume or Colorbond 'Surfmist' roofing materials are not favoured due to glare potential).
<input type="checkbox"/>	Two storey houses: Natural Ground Level (as per TPS3 clause 40), shown as dotted line.
<input type="checkbox"/>	Two storey houses: 6.6m maximum wall height (as per TPS3 clause 40), shown as dotted line.
<input type="checkbox"/>	If development is visible from the street a Streetscape is required. Must include front fence details, footpath/verge levels (bold line) and outlines of adjacent houses.
Discretionary considerations on TPS3, R-Codes, Council Policies and Local Laws	
<input type="checkbox"/>	Written list of details and justification for any discretionary considerations for the requirements of the TPS3, R-Codes, Council Policy and/or Local Law noting where the TPS3 requirements vary the R-Codes (e.g. clause 36 relative to garages and carports and clause 40 relative to wall heights).
<input type="checkbox"/>	If the property is coded at or below R25 and the majority of properties within the immediate locality are or appear as single storey you are required to address Council Policy LV123 – Character Retention.
<input type="checkbox"/>	If the property is listed as a heritage property or is located in or within the "immediately locality" of a heritage area or precinct listed under TPS3, you are required to address Council Policy LV124 – Retention of Heritage Places, Heritage Areas and Heritage Precincts.
Note:	If the application is assessed by the Town to have a potential amenity impact on the locality, you may be required to address the potential impact as required by Council Policy LV129 – Residential Amenity.
Heritage	
<input type="checkbox"/>	Where an application relates to a place entered on a heritage list or within a heritage area under TPS3 the application is to include the following additional information: <ul style="list-style-type: none"> ○ Where the development is visible from the street, street elevations drawn as one continuous elevation to a scale not smaller than 1:100 showing the proposed development and the whole of the existing development on each lot immediately adjoining the land the subject of the application. ○ A detailed schedule of all finishes, including materials and colours of the proposed development. ○ A description of the finishes on the subject lot and on each lot immediately adjoining the subject lot.
Note:	Council Policy LV124 – Retention of Heritage Places, Heritage Areas and Heritage Precincts may require the provision of additional information.
<input type="checkbox"/>	Application fees paid in accordance with Council's Schedule of Fees.