



The following steps provide a guide to preparing a planning permit application under the Colac Otway Planning Scheme.

### Learn about the planning system

If you are new to the planning system, general information about the planning process is available online through the following websites:

- ⇒ [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au) (select Planning & Building)
- ⇒ Department of Environment, Land, Water and Planning at [www.delwp.vic.gov.au/planning](http://www.delwp.vic.gov.au/planning)

### Investigate the planning controls

The Colac Otway Planning Scheme is available online at <http://planningschemes.dpcd.vic.gov.au/schemes/colacotway> (Google: Colac Otway Planning Scheme)

- ⇒ Select 'Get a Planning Property Report' to identify the **zone** and any **overlay/s** that apply to the subject land. Download the provisions by selecting the zone and any listed overlay/s in the report.
- ⇒ Check any relevant provisions for the application type in the **State and Local Planning Policy Frameworks**.
- ⇒ Check under **Particular Provisions** for any provisions relevant to your application.
- ⇒ Check Clause 62 under **General Provisions** for exemptions from planning approval.

### Undertake a site analysis

Investigate the opportunities and constraints of the site:

- ⇒ Check the current version of the Certificate of Title for the land (refer to Page 2 for details of where to obtain a copy) for accurate dimensions and for any easements, covenants, agreements or other restrictions that may have implications for your proposal.
- ⇒ Take photographs of the site, surrounding properties and streetscape.
- ⇒ Prepare a site description and plan that illustrates the opportunities and constraints of the site in the context of the surrounding area.

### Prepare sketch plans

Prepare sketch plans of your proposal, taking into consideration the opportunities and constraints identified by your site analysis.

### Consult with neighbours

Talk to your neighbours about the proposal and show them your site analysis and sketch plans. Seek to address any concerns they may have in the application. This may reduce the chance of receiving objections to the application.

### Meet with Planning Officers

Make an appointment for preliminary discussions with one of our Planning Officers. Bring along any documents from your preliminary investigations and we will check that you are on the right track. Discuss any potential issues or areas of concerns.

You may also need to speak to other Departments within Council such as Health Protection, Building, Infrastructure or Environment, or liaise with external authorities, depending on the nature of the application. We can help you identify who you may need to consult and provide you with contact details.

### Prepare the application

Prepare the application using the checklist on the reverse side of this sheet and any additional information that may be identified on other information sheets and during discussions with the Planning Officers.

Please note that in the event the required information is not submitted with the application, further information will be requested and the application will not be processed until adequate information has been submitted.

It is suggested you seek professional assistance to prepare the required plans and the application, particularly for more complex proposals.

**IT IS ALWAYS BEST TO DISCUSS YOUR PROPOSAL WITH A PLANNING OFFICER BEFORE LODGING THE APPLICATION. PLEASE CONTACT THE PLANNING TEAM TO MAKE AN APPOINTMENT.**

#### CONTACT

(03) 5232 9400  
2-6 Rae Street, Colac  
PO Box 283, Colac  
[inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au)  
[www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au)





Every planning application must include:-

- A completed and signed **application form** (download from [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au) or pick up from Customer Service).
- The prescribed **application fee** (schedule of fees available at [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au)).
- A full current copy of the **Certificate of Title** for the land, retrieved within the last 60 days (available online from <https://www.landata.vic.gov.au>) and including:
  - Title page/s indicating current owner.
  - Lot plan.
  - Full copy of any Covenants, Section 173 agreements and/or Restrictions registered on the title.
- A **covering letter/written submission** explaining the following:
  - The purpose of the application and the types of activities which will be carried out.
  - The likely effects (if any) on adjoining land.
  - How the proposal complies with the Colac Otway Planning Scheme.
  - Any additional information you think is relevant to your proposal.
- 3 copies** of fully dimensioned **plans** drawn to scale (one copy must be at A4 or A3 size), showing:
  - Boundaries, dimensions and area of the site, including adjoining roads, easements, relevant ground and floor levels (AHD\*), contours, waterways and orientation.
  - Location of existing and proposed buildings and works, including setbacks from boundaries and site features.
  - Existing vegetation to be removed and retained.
  - Floor plan of proposed buildings.
  - Access to the site (existing and proposed).
  - Location of buildings and notable features on adjoining properties.
  - Full elevations of proposed buildings including external materials and colours of all buildings and works and building heights.
- Cultural Heritage Management Plan (CHMP) - if required\*

Additional information may be required depending on the nature of the application.

Please refer to the following Planning Information sheets (available online from the Colac Otway Shire website or at Customer Service) for more details on specific application types:

- ☆ *Commercial Zones*
- ☆ *Coastal Towns*
- ☆ *Farming Zone New Dwellings*
- ☆ *Farming Zone Subdivision*
- ☆ *Industrial 1 Zone*
- ☆ *Land Management Plans*
- ☆ *Residential Development*
- ☆ *Residential Subdivision*

When your application has been received by Council together with all supporting information, the application will be assessed against the Colac Otway Planning Scheme.

**Because every site is different and every proposal is individual, other information may be required following detailed assessment of the application by the relevant Council departments and external authorities.**

#### \*NOTES

**AHD** = The National Mapping Council adopted the Australian Height Datum in 1971 as the datum to which all vertical control mapping would be referred. The value of zero on the AHD is based on the mean sea level averaged across 1966-1968.

**CHMP** = The need for a Cultural Heritage Management Plan is determined by the Aboriginal Heritage Act 2006. More information is available online at <https://www.vic.gov.au/aboriginalvictoria/heritage/aboriginal-heritage-act-2006-and-the-aboriginal-heritage-regulations-2018.html>

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