

Planning Permit Application Checklist

Every planning application must include:-

- A completed and signed **application form**
- The prescribed **application fee** (planning fee schedule) will be due on lodgement of the application. Council will confirm the relevant fee amount when the application is received.
- A full copy of the **Certificate of Title** for the land (retrieved within the last 60 days), available online from Landata.
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** explaining the following:
 - The purpose of the application and the types of activities that will be carried out.
 - The likely effects (if any) on adjoining land.
 - Any additional information you think is relevant to your proposal.
- A copy of fully dimensioned **plans** drawn to scale, showing:
 - Boundaries, dimensions and area of the site, including adjoining roads, easements, relevant ground and floor levels, 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 and details of any existing wastewater system, including septic tank and disposal area.
 - Location of buildings and notable features on adjoining properties (*i.e. neighbouring house, sheds*).
 - Full elevations of proposed buildings including external materials and colours of all buildings and works and building heights.

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

It is always best to discuss your proposal with a planning officer before lodging the application.

Book a pre-application meeting with us today. Call 5232 9400 or book [online](#).

You can meet with a planner:



By phone



In person



Video call

or submit a written question to inquiry@colacotway.vic.gov.au

CONTACT
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