

The following information is required to be provided to the Planning & Development Department when making an application for a Planning Permit.

Any application submitted that does not contain all of the required information specified, shall be deemed to be incomplete and shall not be processed until the additional information is provided.

BASIC REQUIREMENTS

1. A planning application form must be filled in and must be accurately completed.
2. An accompanying letter explaining your proposal.
3. Clear and accurate plans of your proposal.

In most cases the following items will need to be submitted in addition to the above information with your Planning Permit Application.

PLANS

A copy of the following plans drawn to scale (at a scale of 1:100 or 1:200)) and clearly dimensioned are required with most applications. A photo reduced set of plans to A3 size is also required.

Site plans

lz

A site plan is a bird's-eye view which shows your existing and proposed development; its position in relation to boundaries and neighbouring developments.

A site plan should show all structures on the proposed site; any other features such as vegetation, carparks, driveways and crossovers; the length of boundaries and walls; site levels; the distance between existing and proposed buildings and the property's boundaries and adjoining walls. It should distinguish between existing and proposed structures and features.

Provide a written summary of the site coverage; floor area; number of parking spaces; area proposed for landscaping; other relevant details.

Floor plans

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A floor plan is a bird's-eye view of the existing and proposed structures in your development. It should show the layout of the building; its relationship to existing buildings; the location and dimensions of walls, windows and doors; the use of each room and area within the building.

Elevation plans

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Elevation plans are side-on views of your proposed development. Elevations of all four sides (north, south, east, west) should accompany your application. The plans should show:

- details of construction materials
- the height and length of walls
- the dimensions of windows and their height above ground level.

DEVELOPMENTS REQUIRING ADDITIONAL INFORMATION

Check with Council regarding any policies/agreements on the development.

Commercial and industrial buildings

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You may need to provide a re-establishment and feature survey indicating whether the present boundaries accord with title and showing the location of surrounding buildings; street furniture, car parking, landscaping (infrastructure fire hydrants, light poles, drain pits, etc.)

A landscape plan is required showing species and height to be planted.

Provide a written explanation of the proposal, including information on employee numbers; the proposed uses, hours of operation; car parking; seating numbers; other licences sought; other relevant details.

Changing the use of land or buildings

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Provide a written explanation of the proposal, including information on employee numbers; proposed uses; hours of operation; car parking; seating numbers; other licences sought; other relevant details.

Advertising signs

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Provide an elevation plan of the signs showing their correct dimensions (including height); the parts to be internally illuminated; whether the sign is on poles. The plan should be on a scale of 1:20 or 1:50. Colours of the sign; material of construction; clearance beneath the sign.

Provide a site plan or building elevation plan showing where on the site or building the sign is to be placed; any existing signs to be retained.

Reduced setbacks

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Provide a written explanation of why the reduced setback is required including the topography of the land and a site layout plan.

Amendment to envelopes

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Provide a site layout plan stating the amendment to the building envelope.
Provide a written explanation of why the amendment to the building envelope is required.

For more information contact:

Planning & Development
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