



## Applications in the Design and Development Overlays

### Discuss your proposal with a Planning Officer

- Have you discussed your application with a Planning Officer?

### The following information **MUST** be provided with all planning applications

- A completed and signed planning permit application form
- A full copy of title (including title plan) and details of any restrictive covenants, agreements or other restrictions on the title. This title must have been searched within the last month. Obtain a copy of title by searching on-line at [www.landata.vic.gov.au](http://www.landata.vic.gov.au) or by visiting the Land Information Centre at 570 Bourke Street, Melbourne between 8.30am and 4.00pm Monday to Friday
- Application fee – see the Fee Schedule on the *Planning Guides and Links* page
- A letter/submission detailing what is proposed and responding to the relevant provisions of the East Gippsland Planning Scheme – see the *Planning Guides and Links* page
- Plans - see below for details of what is required

### Aboriginal Cultural Heritage Sensitivity

- Provide a copy of the Aboriginal cultural heritage self-assessment if the property has cultural heritage sensitivity - see the Aboriginal Heritage Planning Tool on the *Planning Guides and Links* page.

In addition to the information required above for all planning applications, the following needs to be provided when applying for a planning permit for buildings and works where the site is within a Design and Development Overlay.

#### Fully dimensioned plans

- Three copies (A4 or A3) of fully dimensioned site plans drawn at a scale of 1:100 or 1:200 which include, as appropriate:
- North point
  - The boundaries and dimensions of the site
  - Adjoining roads

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#### Post applications to:

**East Gippsland Shire Council**  
PO Box 1618  
BAIRNSDALE VIC 3875

Email applications to:  
[feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

#### Deliver applications to service centres:

**Lakes Entrance**  
Mechanics Street  
LAKES ENTRANCE VIC3909

**Orbost**  
1 Ruskin Street  
ORBOST VIC 3888

**Omeo**  
Day Avenue  
OME O VIC 3898

**Paynesville**  
55 The Esplanade  
PAYNESVILLE VIC 3880

- Sufficient spot heights to enable the slope of the site and works area to be determined
- Location, dimensions and depth of any proposed excavation or fill
- The layout of existing and proposed buildings and works including setbacks
- The colour, finishes and materials on all external surfaces including the roof
- Areas to be demolished
- Vegetation to be removed or retained including new planting and landscaping
- Location and proportions of hard surface areas, including driveways, paved areas, decking etc.
- The use of surrounding buildings
- Any proposed fences fronting streets
- Fully dimensioned elevations drawn at a scale of 1:100 including colour and materials of all buildings and works
- Fully dimensioned floor plans drawn at a scale of 1:100
- Written statement that describes how the proposal achieves the design outcomes and objective of the overlay and decision guidelines (these vary depending on the particular schedule of the overlay that applies)
- Written explanation as to why the removal, destruction or lopping of vegetation is required
- Written explanation of the species, number, health, structure and maturity of the vegetation proposed to be removed

#### **Note**

Further information may be required for certain proposals. Many properties in East Gippsland are subject to Planning Scheme overlays. These overlays can include matters such as bushfire, erosion, environmental significance, vegetation protection, heritage etc.

An application must address the requirements of any overlays affecting the property. Review the East Gippsland Planning Scheme (see the *Planning Guides and Links* page of Council's website) for further information.

Council encourages the submission of all planning information and plans on CD in PDF format, with three hard copy sets of accompanying plans and information.

For planning forms see the *Planning Guides and Links* page on Council's website.

**If your application is not complete it will not be registered and a letter will be sent identifying information required to be provided.**

**You are encouraged to book a pre-lodgement meeting with a Planning Officer to have preliminary discussions concerning an application (please note Planning Officers are available by appointment only).**

If you have any queries or wish to book a pre-lodgement meeting, contact Council's Planning Department on 03 5153 9500 or visit Council Offices at 273 Main Street Bairnsdale, between 8.30am and 5.00pm Monday to Friday.

**Note:** A planning permit is often only one approval required from Council. Other permits may be required including:

- Building Permit (Council does not issue building permits; these are issued through private building surveyors.), or
- Road Opening Permit (undertaking works within a Council road reserve i.e. vehicle crossover, service connection), or
- Septic Tank Permit. (from Council's Environmental Health Department)