



Applications for new multiple dwellings or extensions to existing multiple dwellings

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 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 multiple dwellings.

- A Neighbourhood and Site Description (as described in Clause 54 or 55 of the Planning Scheme) using a site plan, photographs or other techniques that accurately describe:
- North point
 - The built form, scale and character of surrounding development including front fencing
 - Architectural and roof styles
 - Any other notable features or characteristics of the neighbourhood

Post applications to:

East Gippsland Shire Council
PO Box 1618
BAIRNSDALE VIC 3875

Email applications to:
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
OMELO VIC 3898

Paynesville
55 The Esplanade
PAYNESVILLE VIC 3880

- Location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site
- The use of surrounding buildings
- The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres
- Site shape, size, orientation and easements
- Levels of the site and the difference in levels between the site and surrounding properties
- Solar access to the site and to surrounding properties
- Location of significant trees existing on the site and any significant trees removed from the site in the 12 months prior to the application being made, where known
- Any contaminated soils and filled areas, where known
- Views to and from the site
- Street frontage features such as poles, street trees and kerb crossovers
- Any other notable features or characteristics of the site
- A written design response (as specified in the Planning Scheme) which must explain how the proposed design:
 - Derives from and responds to the neighbourhood and site description
 - Responds to state and local policies and strategies contained within the planning scheme
 - Meets the objectives and standards of Clause 54 or 55 of the planning scheme (as appropriate)
 - Responds to any neighbourhood character features for the area
 - Addresses the streetscape
- Three copies (A4 or A3) of fully dimensioned site plans drawn at a scale of 1:100 or 1:200 which include, as appropriate:
 - The boundaries and dimensions of the site
 - Adjoining roads
 - The layout of the works/dwellings including dimensions and setbacks:
 - open space areas (private and common)
 - fencing
 - storage areas including waste bin storage
 - car parking, bicycle parking and access ways
- Fully dimensioned floor plans drawn at a scale of 1:100

- Fully dimensioned elevation plans drawn at a scale of 1:100 including colour and materials of all buildings and works
- Landscape layout plan which includes the description of vegetation to be planted, numbers of plants, botanical and common name, maturity height of plants, the surfaces to be constructed and the materials to be used

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.

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)