



# PLANNING PERMIT APPLICATION CHECKLIST

## IN PREPARING YOUR APPLICATION, YOU WILL REQUIRE:

1. The prescribed application fee.
  - Information about Planning Permit Application fees can be found [here](#).
  - Once you have submitted your application, you will be notified to pay the application fee online through the Planning Online Portal.
2. A full copy of title (including title plan) and details of any restrictive covenant, agreements or other restrictions. This title must have been searched within the last three months.
  - You may purchase a copy of these documents at Landata.com (found [here](#)) or by attending the Land Information Centre at 570 Bourke Street, Melbourne 3000.

## PLANS

You may require additional plans relevant to your proposed use and development. The below checklist is a guide only. You may also be requested to provide additional information following a review by the Planning Department.

### Site Plans

- Fully dimensioned **site plan** showing the entire subject lot, drawn at a suitable scale (e.g. 1:100, 1:200 or 1:500) which includes, as appropriate:
  - The boundaries and dimensions of the subject site
  - North point to the top of the page.
  - Adjoining roads
  - Site shape, overall size (in either hectares or square metres) and any easements on the land
- All proposed buildings and works including setbacks:
  - to the two nearest title boundaries; and
    - to existing buildings on the site.
  - Details of existing and proposed vehicular access to the site (including surface materials and dimensions of the accessway)
  - Effluent disposal areas and wastewater treatment systems with measurements to the closest waterways/dams etc if applicable.
  - Location and description of existing buildings on the subject site and surrounding properties
  - Waterways or waterbodies as shown on VicPlan (found [here](#)) including setbacks to the proposed buildings, works, and effluent field
  - Water tanks including materials, colour and capacity (if greater than 5,000L)
  - Any vegetation that is proposed to be removed, lopped or destroyed.





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## Floor Plans

- Fully dimensioned **floor plans** of all proposed buildings drawn at a suitable scale (e.g. 1:100) which includes, as appropriate:
  - North point
  - Proposed building layout including dimensions, floor areas and room descriptions

## Plan of Elevations

- Fully dimensioned **elevation plans** of all proposed buildings drawn at a suitable scale (e.g. 1:100) which includes, as appropriate:
  - Colours and materials
  - Maximum height of building (roof pitch) and works from natural ground level
  - Doors and windows

## OVERLAYS

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

An application must address the requirements of any overlay/s affecting the property. The Pyrenees Planning Scheme can be found [here](#).

## PRE-APPLICATION MEETINGS

Pre-application meetings are recommended as a part of the application process. Council officers can provide advice to applicants on whether the proposal is generally consistent with the Pyrenees Planning Scheme and discuss the expected standard and extent of documentation for preparing an application. These meetings can be conducted over the phone, in person at the Beaufort Council offices or virtually online.

To arrange an appointment for a pre-application meeting with a Planning Officer, please contact Council's Customer Service on 1300 PYRENEES (1300 797 363) or by emailing [pyrenees@pyrenees.vic.gov.au](mailto:pyrenees@pyrenees.vic.gov.au).

## DISCLAIMER & GENERAL ENQUIRIES

This checklist is for the standard information required for a planning permit application. Additional information may be required by the assessing planning officer after registration.

If you have any further enquiries, please contact Council's Customer Service on 1300 PYRENEES (1300 797 363) or by emailing [pyrenees@pyrenees.vic.gov.au](mailto:pyrenees@pyrenees.vic.gov.au).

