



HUME CITY COUNCIL BUILDING AND WORKS (Excluding Dwellings) Planning Application Checklist

If you propose to construct buildings & works (excluding dwellings) within the municipality, you are encouraged to schedule a pre-application meeting with a Council Planning Officer prior to the submission of your application. A pre-application meeting will assist in further identifying any issues with the proposal and clarifying the material required to be submitted with your application.

This checklist has been prepared to assist with the faster processing of your application, by outlining the minimum amount of information required to assess your proposal. Delays in an application can occur when the information supplied by the applicant is unclear or incomplete. Please follow this checklist to ensure that the correct information is lodged with your application.

Applications that are incomplete will not be accepted and will be returned accordingly. We recommend that you speak with one of our Planning Team if you have any questions about what to provide with your application.

Information to be submitted

- Completed application form
- Relevant application fee
- A clear and legible full copy of Title (including the diagram) with full details of any restrictions, covenants or agreements. The copy of Title must be no more than 3 months old. A copy of Title can be obtained from:
Land Information Centre
Level 10, 570 Bourke Street
Melbourne VIC 3000
Phone: 8636 2831
www.landata.vic.gov.au
- A written submission outlining how the proposal meets the relevant requirements of the Hume Planning Scheme
- Detailed photographs of the subject site and surrounding properties

Site Plan

Site plans in PDF format at a scale of 1:100 or 1:200 and showing:

- The boundaries and dimensions of the site (in accordance with the copy of Title) including easement details
- Total site area (calculated in square metres)
- The north point for orientation purposes clearly indicated on the plans
- Setbacks of buildings from all boundaries
- The proposed layout (floor plan) of the development including all dimensions

- Adjoining buildings, habitable room windows and private open space areas immediately adjoining the subject site
- Natural surface levels or levels to the Australian Height Datum
- Finished floor levels
- Areas of cut, fill, and any proposed retaining walls
- Proposed driveways, loading bays, carparking areas and bicycle parking
- Site coverage and impervious areas (calculated in square metres)
- Existing and proposed vehicle crossovers clearly dimensioned
- Location of any rainwater tanks and any other proposed Environmentally Sustainable Development initiatives
- Features in the road reserve abutting the site including any service pits, poles, street trees, drains, footpaths, kerb and channel
- Existing vegetation to be retained or removed
- Proposed fencing details
- Details of garbage storage areas

Elevations

Elevation plans in PDF format at a scale of 1:100 or 1:200 and showing:

- A full set of elevations having regard to the natural fall of the land
- Overall building heights measured from the natural surface level
- Wall heights measured from the natural surface level
- Finished floor levels correctly dimensioned
- Details of any cut, fill and proposed retaining walls
- Fencing details and associated elevations
- Schedule of finishes detailing materials and colours

Other requirements for larger developments

- Waste Management Plan
- Traffic Report by a suitably qualified Traffic Engineer
- Preliminary Environmental Assessment by a suitably qualified Environmental Assessor

Disclaimer: Please note this checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.