



# HUME CITY COUNCIL GENERAL PLANNING APPLICATION CHECKLIST

If you propose to use or develop land within the municipality, you should first discuss your proposal with Council's planning officers. Early discussions will confirm whether and what types of permits are required for your proposal.

The checklist on the reverse of this sheet has been prepared in order to facilitate the quicker processing of your application, by outlining the minimum amount of information required to assess your proposal.

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.

Upon receipt of your application, it will be allocated to a planning officer who will be responsible for the assessment of your proposal. You will be advised in writing of the planning officer assigned to your application, along with their contact details and application number.

Generally, the planning officer will make arrangements with the applicant to conduct an inspection of the site. After inspection, the officer will determine whether there is sufficient information to assess your application. If the information provided is insufficient, you will receive a letter detailing the further information required. Delays that may result from this are best avoided by talking to Council staff prior to lodging the planning application.

Once the information within the application is of an adequate standard, the officer will then determine whether advertising of your application is required. As the applicant, you will receive written instructions on the form of advertising to take place. Advertising will last for a period of three weeks. Advertising of applications is not required in every situation. Applicants are required to pay an administrative fee prior to advertising.

If there are any objections to the application, a consultative meeting may be organised by the planning officer.

Where there are five or more objections to the application, a report will be prepared and reported to the next available meeting of the elected Councillors. Where there are less than five objections received, Council Officers can determine the application under delegated authority.

Provided that the application is satisfactory, a planning permit will then be issued. Should the application be unsatisfactory, a Notice of Refusal will be sent to the applicant, outlining the grounds for refusal. Appeal rights are detailed on the reverse side of all permits and notices. A detailed outline of appeal processes is provided in the Victorian Civil and Administrative Tribunal (VCAT) Fact Sheet.

A detailed explanation of the planning process can be found at Planning Victoria.

## Checklist For Planning Applications

- Appropriate application fee
- Completed application form
- Full copy of title, not older than 3 months, along with copies of any restrictions, covenants or agreements
- A completed restrictive covenant declaration form
- Written consent from the relevant authority regarding any buildings or works over any easement

- Site plans in PDF format at a scale of 1:100 or 1:200 and showing:
  - Proposed location of buildings or works to be erected on the property
  - Location of all existing buildings, works and signage (if applicable) on site
  - Setback of proposed buildings and works from any boundaries and any buildings
  - Urban context report to comply with Clause 52.35 of the planning scheme
  - Neighbourhood & site description and design response in accordance with Clause 54, 55 & 56 of the planning scheme as applicable
- Plans in PDF format at a scale of 1:100 or 1:200 and showing:
  - The exact details of the sign/s including fonts, colours, logos and a calculation of area
  - Details of any proposed lighting (if applicable) including whether it is external or internal, times of illumination, brightness (measured in lux) and whether it is flashing
  - External colours, finishes and materials (please provide swatches or small manufacturer's samples)
- Elevation plans in PDF format at scale of 1:100 or 1:200 including the location of any proposed signs on the building as well as any existing signage (only provide if signage is to be erected on an existing building)
- A written submission detailing what is being sought, including details as appropriate relating to the nature and type of use proposed, number of staff, hours of operation and any other relevant information
- A written submission detailing compliance with Clause 54, 55 or 56 of the planning scheme as appropriate

Additional information may be required, depending on the nature of the proposal and any site specific considerations. When applications are lodged without sufficient information for Council assessment, Council will formally request further information in accordance with the Planning and Environment Act 1987.

## Helpful hints

Schedule of fees and application forms are available on Council's website or at planning counter at the Council offices.

Titles can be obtained from:

Land Information Centre  
Level 10 570 Bourke St  
Melbourne Vic 3000  
Phone: 8636 2831  
[www.landata.vic.gov.au](http://www.landata.vic.gov.au)

Copies of relevant provisions and policies are available at the counter. Please ask the planning officer for assistance in identifying your zones. Access to the Planning scheme is also available online via Council's website.

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

