



HUME CITY COUNCIL NEIGHBOURHOOD AND SITE DESCRIPTION AND DESIGN RESPONSE Planning Application Checklist

This checklist has been prepared to assist with the preparation of your Neighbourhood & Site Description and Design Response for applications made under ResCode. This checklist outlines the requirements of Clause 54 & 55 of the Hume Planning Scheme.

This checklist should be used in conjunction with the "Multi Dwellings" Checklist and "Single Dwelling on a Lot Less than 300 Square Metres" checklist.

Delays in an application may 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.

An application made under Clause 54 or Clause 55 of the Hume Planning Scheme must be accompanied by:

- A Neighbourhood and Site Description
- A Design Response

Neighbourhood & Site Description

The neighbourhood and site description may use a site plan, photographs or other techniques and must accurately describe the following:

In relation to the neighbourhood:

- The pattern of development of the neighbourhood
- 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

In relation to the site:

- Site shape, size, orientation and easements
- Levels of the site and the difference in levels between the site and surrounding properties
- The 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
- 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 twelve months prior to the application being made, where known
- Any contaminated soils and filled areas, where known

Please turn over for more requirements

- Views to and from the site
- Street frontage features such as poles, street trees and kerb crossings
- The location of local shops, public transport services and public open spaces within walking distance
- Any other notable features or characteristics of the site

If in the opinion of the responsible authority a requirement of the neighbourhood and site description is not relevant to the evaluation of an application, the responsible authority may waive or reduce the requirement.

Design Response

The design response must explain how the proposed design:

- Derives from and responds to the neighbourhood and site description
- Meets the objectives of Clause 54 or Clause 55
- Responds to any neighbourhood character features for the area identified in a "Local Planning Policy"

The design response must also include correctly proportioned street elevations or photographs showing the development in the context of adjacent buildings. If in the opinion of the responsible authority this requirement is not relevant to the evaluation of an application, it may waive or reduce the requirement.