



HUME CITY COUNCIL SINGLE DWELLING ON LOT UNDER 300 SQUARE METRES Planning Application Checklist

If you propose to develop land 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 design issues with the proposal.

This checklist has been prepared in order to facilitate the faster processing of your application, by outlining the minimum amount of information required to assess your proposal. 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.

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
- Detailed photographs of the subject site and surrounding properties
- Shadow Diagrams (September equinox) demonstrating shadows cast at 9am, 12 noon and 3pm
- Use of easement approval from the relevant authority for any buildings proposed over an easement

Clause 54 requirements

- Site and Neighbourhood Description plans in PDF format at a scale of 1:100 or 1:200
- Design and response plans in PDF format at a scale of 1:100 or 1:200 including correctly proportioned street elevations showing the development in the context of adjacent buildings
- A written assessment of the proposal against the requirement of Clause 54 of the Hume Planning Scheme and any other relevant policies

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 (AHD)
- Finished floor levels
- Areas of cut, fill, and any proposed retaining walls
- Areas of private open space for each dwelling (calculated in square metres with a minimum 3 metre dimension)
- Proposed driveway and carparking areas
- Site coverage and impervious areas (calculated in square metres)
- Existing and proposed vehicle crossovers clearly dimensioned
- Location of 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
- External storage in accordance with the requirements of Clause 55
- Proposed fencing details

Elevations

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

- A full set of elevations for each dwelling 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

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