

[July 2024]

This checklist outlines the documents required for planning application lodgement. Including these documents with your application will allow us to commence assessment of the application and can reduce processing time. Additional information may be requested by the assessing planning officer. All referenced forms can be found on the [Moyné Shire Council website](#).

Use this checklist for applications for buildings and works

The *Planning and Environment Act 1987* defines 'buildings' and 'works' as follows:

Buildings

- A structure and part of a building or a structure; and
- Fences, walls, outbuildings, service installations and other appurtenances of a building; and
- A boat or pontoon which is permanently moored or fixed to land.

Works

- Any change to the natural or existing condition or topography of land including the removal, destruction or lopping of trees and the removal of vegetation or topsoil.

For example: construction of a new dwelling or multiple dwellings; alteration or additions to an existing dwelling; construction of a garage, a carport, a verandah or a fence.

Need help?

For more information on how to apply for a planning permit:

- Visit the [planning department website](#)
- Telephone us on 03 5568 0555
- Email us at moyne@moyne.vic.gov.au
- Meet us by appointment at the Moyné Shire Council office, Princes Street Port Fairy VIC 3284
From 8.45am to 4.45pm, Monday to Friday

Book a pre-application meeting

Before you submit your planning application, we encourage you to book a pre-application meeting with a planning officer for planning advice. Please contact the planning department to schedule a meeting. Meetings will be scheduled at a time that is mutually convenient. You need to provide a description of the proposal, the title and any relevant documents. A pre-application meeting fee may apply.

Minimum requirements for a planning permit application for buildings and works

- A completed application form**
 - Application form is available at [planning forms, fees and checklists](#).
 - Ensure 'cost of works' is completed when you lodge.
- A recent copy of the title and the relevant plan for the land (dated no more than 3 months prior to the application)**
 - A copy of the title and the relevant plan can be obtained online from [Landata](#).
 - Provide a copy of any registered covenant and Section 173 agreement if applicable.
- An electronic copy of scaled and dimensioned site plan and floor plan**
 - Site plan is fully dimensioned and scaled to not less than 1:200.
 - Floor plan is fully dimensioned and scaled to not less than 1:100.
 - Show the location of any existing building, fence and significant vegetation.
 - Show the location of any easements and utility infrastructure affecting the land. Infrastructure locations can be accessed through [Before You Dig Australia \(BYDA\)](#).
 - Indicate floor levels of any existing and proposed buildings to Australian Height Datum (AHD).
 - Include front, side and rear setbacks measured from the boundary.
 - Provide a proposal summary table including the following information:
 - Proposed floor area
 - Garden area
 - Site coverage
 - Permeability
- An electronic copy of scaled and dimensioned elevations**
 - Elevations are fully dimensioned and scaled to not less than 1:100.
 - Show the maximum building height from the natural ground level to the apex of the building roof.
 - Include details of proposed exterior materials, finishes and colours.
- An assessment detailing how the proposed development aligns with the planning requirements**

Provide justification as to how the proposal responds to the following provisions of the Moyne Planning Scheme:

- Relevant state, regional and local planning policies
- Zone - Application requirements to support assessment against decision guidelines
- Overlays - Application requirements to support assessment against decision guidelines (*e.g.*, response to the objectives and requirements of the overlay and the acceptable solutions to meet the performance standards contained in the [Port Fairy Design Guidelines and Peterborough Design Guideline](#))
- Particular provisions – Requirements and standards (*e.g.*, Rescode, native vegetation removal and car parking)

Other supporting documents

In addition to the above documents, the following documents may also be necessary.

- An arborist report assessing the impact to existing vegetation
- A landscape plan
- A neighbourhood character study and a locality map showing the site at a larger scale
- Engineering drawings showing any cut and fill
- Vehicle swept path analysis

How to lodge your application

Please submit your application electronically by email to moyne@moyne.vic.gov.au. For other lodgement options, please contact Moyne Council.

How to pay your application fee

After we acknowledge the receipt of your application, an invoice will be sent to your preferred contact person's email address. Payment options include mail, in-person, by phone, or via BPAY.

Councils provide services under the *Planning and Environment Act 1987*, which incur fees in accordance with the *Planning and Environment (Fees) Regulations 2016*. For detailed information on application fees, please see [fees \(planning.vic.gov.au\)](http://fees.planning.vic.gov.au).

What happens next

1. Additional information may be requested by the assessing planning officer. A request for further information may be sent to the contact person listed on the application form.
2. Once your application is considered to be complete, the planning officer will decide whether your application needs to be notified or referred to any Referral Authorities under the Moyne Planning Scheme and the *Planning and Environment Act 1987*.
3. You may need to adjust your plans in response to objections from the community, recommendations and decisions made by Referral Authorities.
4. At the end of the notification and referral period, the planning officer will assess the proposal and make a decision to issue a notice of decision, grant a permit, or refuse a permit. You will be informed of the outcome in writing.
5. Upon receiving a planning permit, carefully review the conditions and take note of any that must be complied with before the use and development starts.
6. If you receive a notice of decision to grant a permit, an objector has 28 days to appeal the council's decision to the Victorian Civil and Administrative Tribunal (VCAT). If no appeal is lodged within this period, the planning permit will be issued.
7. You can lodge an application for review with the VCAT if your application is refused by the council, if you are dissatisfied with the conditions, or if a decision has not been made in time.

To get in touch with Council with your application

- Telephone: 03 5568 0555
- Email: moyne@moyne.vic.gov.au
- In person: Moyne Shire Council office, Princes Street Port Fairy VIC 3284

