

A- BUILDINGS & WORKS



Use this checklist for applications for Buildings and Works including:

- Alterations and additions to an existing dwelling
- Construction of a new dwelling
- Construction of multiple buildings/ dwellings
- Development on land zoned Business/ Industrial
- Engineering works

Minimum requirements

<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	Recent copy of title (no older than 3 months) and copies of any registered covenant or Section 173 Agreement
<input type="checkbox"/>	Three (3) copies of scaled and dimensioned site plan showing the location of the proposed buildings and works on the property.
<input type="checkbox"/>	Three (3) copies of scaled and dimensioned floor plan showing the location of the proposed buildings and works.
<input type="checkbox"/>	Three (3) copies of elevations of the proposed buildings and works
<input type="checkbox"/>	Payment of relevant fee.

The following local requirements may also be necessary

<input type="checkbox"/>	A neighbourhood and site description and design response in accordance with Clause 55.01 of the Moyne Planning Scheme (if multiple dwellings on the lot).
<input type="checkbox"/>	An assessment of the application against the requirement of the Port Fairy Urban Design Guidelines or Peterborough Urban Design Guidelines (If property in either townships)
<input type="checkbox"/>	Engineering drawings showing any cut and fill
<input type="checkbox"/>	Details of a landscaping scheme

The above has regard to *The Planning and Environment Act 1987*, *The Planning and Environment Regulations 2005* and the Moyne Planning Scheme.

Once **all** of the required information has been received, your application will be registered with Council and planning officers will determine whether any further information is required before your application can be fully assessed. In this regard, pre-application meetings with a town planner are encouraged and you should contact the department to arrange a meeting.

Once your application is considered to be complete, officers will decide whether your application is required to be notified and referred to any service authorities pursuant to the Moyne Planning Scheme and *The Planning and Environment Act 1987*.

If notification/ referral is necessary, a minimum of two weeks is needed before your application can be considered. A decision may take longer in instances such as when an objection is received. If notification or referral is not required, we will endeavour to process your application as quickly as possible, provided all of the above information is submitted with the application.

Please be aware that further delays in the processing of your application may occur where your application must be considered by Councillors or where objections to your proposal have been received.

Should you have any general enquiries in relation to this document please contact the Planning Department of the Moyne Shire on (03) 5568 0555 or visit the planning pages of the Moyne Shire website at www.moyne.vic.gov.au

For enquiries of a more specific nature please contact the department to arrange a meeting with a planner.

Please note 2 or more checklists may be relevant depending on the description of your proposal