



Building or extending a dwelling

Planning guide and checklist

This guide describes the information you need to provide to Council when applying for a planning permit to build or extend a dwelling.

Council requires certain information in order to properly assess your application against the Queenscliffe Planning Scheme. To ensure that your application can be processed quickly and efficiently, it is important that all the relevant information is included. This guide will help you do this. A pre-application meeting is encouraged.

How to apply for a planning permit:

To apply for a permit to build or extend a dwelling, simply follow these steps:

- 1. Complete an Application for Planning Permit Form.** These are available at our office or on Council's website.
- 2. Refer to the Fee Schedule** to determine what fee you need to pay to lodge your application. The fee schedule is available at our office or on Council's website.
- 3. Prepare your application,** making sure to include all the information described in this guide, such as plans and a written submission.
- 4. Lodge your completed application.**

What information should be provided with your application:

A **Certificate of Title (one copy)**. This is a formal record about a particular piece of land, it contains basic information about the land including current ownership. The copy of the Certificate of Title must be clear, legible and complete and obtained within the last three months.

If the land is covered by a Restrictive Covenant or Section 173, a copy will also need to be provided. These will be referred to on the Certificate of Title. If you do not have a copy of the Certificate of Title, you can obtain a copy from the Land Information Centre, telephone 8636 2456, or online www.land.vic.gov.au.

A **site analysis plan (two copies)**. This plan is a clear drawing which shows the position of your house in relation to your neighbours' houses on their blocks. The plan must be drawn to scale and must clearly show:

- The size and shape of the site in relation to title dimensions
- The location of any easements (refer to your title for this information)
- Levels of the site
- The location of outdoor spaces on neighbouring properties (if a ResCode assessment is required)
- The location of windows in neighbouring properties (if a ResCode assessment is required)
- Street frontage features such as poles, street trees and driveways
- Any significant vegetation located on the site, on adjoining properties and in the road reserve.
- The land's orientation to the north.

Proposed **demolition plan (two copies)**. The proposed demolition plan is a clear drawing which shows the area that is being demolished and other structures on the site. The plan must be drawn to scale and must show:

- The dimensions of the buildings and structures being demolished.

Checklist

- Completed Application form
- Fee
- Certificate of Title and copy of any covenants or restrictions that affect the site (the Certificate of Title must have been issued by Land Victoria in the last 60 days)
- Site analysis plan (2 copies)
- Proposed demolition plan (2 copies)
- Proposed floor plan (2 copies)
- Proposed elevation plan (2 copies)
- Written assessment against ResCode, if required (1 copy)
- Written assessment against overlays (1 copy)
- Shadow diagrams, if required (1 copy)
- Colours, materials and specifications





Building or extending a dwelling Planning guide and checklist

A **proposed floor plan (two copies)** that shows the location of the building/ extension and other structures on the site. The plan must be drawn to scale and must clearly show:

- All boundaries of the site
- Location of the proposed building or additions (including the distance between the external walls and the property boundaries)
- Locations of all outdoor areas
- Location and dimension of all car parking areas
- Location of existing buildings on surrounding properties, including the location and height of walls built to the boundary of the site.
- Location of outdoor spaces on adjoining properties (if ResCode applies)
- Location of windows in adjoining properties (if ResCode applies)
- Location of any external plant
- The land's orientation to the north.

A **proposed elevation plan (two copies)**. This plan is a clear drawing that shows the height and location of the proposed building, other structures on the site and how it will fit into the streetscape. The plan must be drawn to scale and must clearly show:

- The length, width and height of the development
- The overall height of the development above natural ground level
- The proposed streetscape elevation
- The maximum height of the dwelling from Natural Ground Level
- Details of Relative Levels of the overall building heights, floor to ceiling heights and finished floor level of all structures
- Orientation.

ResCode assessment, if required (one copy)

When ResCode is triggered for the construction or alteration of one dwelling on a lot you will need to submit a written assessment to Council against Clause 54 of the Queenscliffe Planning Scheme, this is commonly known as ResCode. ResCode is a set of Planning Scheme provisions that applies to residential developments across Victoria. A copy of ResCode can be viewed at www.dpcd.vic.gov.au/planningschemes

A **shadow diagram, if required (two copies)**. This diagram will clearly show the impact of the proposed buildings and any other structures on the site (including shadows cast by fencing) at the September Equinox at: 9am, 12 noon and 3pm. An equinox is the day when the sun is directly over the equator at noon, and usually falls on 22 September. The shadow diagrams should clearly differentiate between existing shadows and new shadows. The shadow diagram must be drawn to scale and must show the whole of all adjoining properties.

A **written assessment (one copy)** against the decision guidelines, policy and objectives of the overlay(s) which trigger the need for a planning permit. These policies can be found online at www.dpcd.vic.gov.au/planningschemes/queenscliffe. You may wish to call Council's Planning Department to confirm which overlays apply to your property.

Colours, materials, finishes and other specifications. Please provide details of the colours, materials, finishes and other specifications of the proposed development. This information can be included on the proposed elevation plan in the form of notations on the plan, or can simply be written on a separate sheet. You are encouraged to include samples and product brochures, if appropriate.

When is a ResCode assessment required for a single dwelling?

A ResCode assessment is required when a permit is triggered for the development by the Residential 1 Zone. Normally this occurs on lots of less than 300 square metres in area. You may wish to read the provisions of the Residential 1 Zone which can be found at www.dse.vic.gov.au/planningschemes/queenscliffe, or call the planning department to clarify the issue. In this case amenity issues etc are assessed as part of the Building Permit process. It is suggested that it is wise to consider these issues when designing your development, as any amendments to plans required as part of the Building Permit process will result in a need to amend your planning permit, which can result in delays.

In many cases in Queenscliff and Point Lonsdale, planning permits are triggered by overlays which do not trigger the need for a ResCode assessment.

Other permits/ regulations you may need to consider

If you obtain a permit from Council for your development, before you commence you may also need:

- Building permit for any construction works
- Road/ footpath occupancy permit– if you need to do any works in the road reserve, including vegetation removal.