

Planning Application Requirements - General

For the use and development of land

For all applications:

- A completed and signed Application for a Planning Permit form.
- A full and current copy of title, dated within 90 days of the date of application. This must include the Register Search Statement, Plan of Subdivision and complete copies of any covenants or restrictions registered on title.
- The prescribed application fee (if you wish to pay by credit card, please submit your application and you will be sent an invoice which can be paid via Council's secure payment portal; <https://mygreaterdandenong.com/>).
- A written submission against all relevant provisions of the Greater Dandenong Planning Scheme including all relevant Zoning, Overlays, Particular Provisions, State and local Policies and any reference or incorporated documents.
- If the estimated cost of works for the development is greater than the current metropolitan planning levy threshold, a current Metropolitan Planning Levy (MPL) certificate is required; <https://www.sro.vic.gov.au/metropolitan-planning-levy>.
- If the site is within an area of Aboriginal Cultural Heritage Sensitivity, a Cultural Heritage Management Plan (CHMP) completed by a suitably qualified person is required. It must contain a certificate of approval from the Office of Aboriginal Affairs Victoria (AAV) OR a certified Preliminary Aboriginal Heritage Test (PAHT) in accordance with Section 49B of the Aboriginal Heritage Act 2006 (Amended 2016).
- A complete set of development plans (site plans, floor plans, elevations), drawn to a professional standard with dimensions. The plans must include:
 - an existing conditions site plan (with surrounding context)
 - a proposed site plan
 - all external elevations of the proposed development
 - schedule listing details such as site area, floor area of buildings, site coverage, open space, car parking ratios, loading bay areas, etc.
- A schedule of all building materials and finishes, including colours.
- Application requirements in relevant planning scheme clauses.

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As required:

- Swept path analysis prepared by a suitably qualified traffic engineer, demonstrating that vehicles associated with all car parking spaces can enter and exit the site in a forward direction, preferably in one manoeuvre. Analysis should be undertaken using the correct vehicles as specified in AS/NZS 2890.1 and 2890.2.
- A Landscape Plan showing, but not limited to:
 - vegetation to be retained, both on-site and adjacent to the site
 - location of new planting and proposed species
 - details of landscape maintenance and management, including water sensitive design principles
 - all surface materials
 - any landscaping opportunities to reduce heat absorption such as green walls, green roofs and roof top gardens and improve on-site storm water infiltration.

If the application includes a use, or is for a use only:

- An additional written submission justifying your proposal against the Zoning, Overlays, Particular Provisions, State and local Policies and any reference or incorporated documents. This must include full details of the proposed use of the land addressing, as appropriate:
 - the suitability of the use with regard to the objectives of the Greater Dandenong Planning Scheme
 - the purpose of the use and the type of processes to be utilised / activities to be carried out
 - the hours of operation, staffing levels, patron/seating numbers, etc.
 - how land not required for immediate use is to be maintained
 - the likely effects, if any, on the neighbourhood, including:
 - noise levels
 - air-borne emissions
 - emissions to land or water
 - traffic, including the hours of delivery and despatch
 - light spill or glare and
 - any other relevant information.

Continued overleaf...

- ❑ If the application is for the use of the land only, a site plan showing the existing conditions of the site is required. If any internal modification of existing buildings is proposed, a site plan showing the modifications is also required.
- ❑ Consider if the following clauses are relevant to your application:
 - Clause 52.17 – Native Vegetation Removal
 - Clause 52.05 – Signs
 - Clause 52.06 – Car Parking (you must check car parking requirements and apply for a reduction if necessary)
 - Clause 22.06 – Environmentally Sustainable Development

The Greater Dandenong Planning Scheme can be viewed at:

<https://www.planning.vic.gov.au/schemes-and-amendments>

The information listed above is the minimum requirement for making an application for a planning permit.

Depending on the nature of your application, you may be required to submit additional information to support the application.

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