



GREATER
SHEPPARTON

Multi Dwellings

Information

This information sheet and checklist is intended to assist permit applicants with the preparation of planning applications for medium density housing developments.

Proposals for more than one dwelling on a lot must in all cases obtain a planning permit. The standards in Clause 55 of the Greater Shepparton Planning Scheme will apply to the proposal along with a number of other requirements throughout the planning scheme.

An application for a planning permit must include a neighbourhood and site description and a design response. Before the application proceeds, the Council must indicate whether the neighbourhood and site description is satisfactory.

The Council's decision-making on permit applications is influenced by many parts of the planning scheme, not just Clause 55. Therefore, before starting to prepare your application, it is essential that all aspects of the policies and provisions applying to the land are considered.

Your application must address all parts of the planning scheme. This includes:

- Any relevant state policies contained in the State Planning Policy Framework (SPPF),
- The local policy context contained in the Local Planning Policy Framework (LPPF), which is made up of a Municipal Strategic Statement and local planning policies,
- The purpose and requirements of the zone applying to the land,
- The purpose and requirements of any overlay applying to the land,
- The residential development provisions in the Greater Shepparton Planning Scheme, in particular Clause 55.

In particular, Clause 55 of the planning scheme applies to an application for two or more dwellings on a lot in the Residential 1 Zone, Mixed Use Zone or Township Zone. All applications must meet the set of objectives to achieve a residential development that respects neighbourhood character, protects the amenity and is sustainable. The objectives describe the desired outcome of the completed development. Your development must meet all objectives of the Clause.

You are advised to discuss your proposal in a pre-application meeting with one of the Council's planning officers prior to lodging your application. An appointment can be made to meet with a planning officer by contacting the Council on (03) 5832 9700 or online at <http://www.greatershepparton.com.au/bookings/>. Please ensure you provide a copy of your plans outlining your proposal at the meeting.

A checklist of specific requirements can be found on the reverse side of this sheet.

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Checklist

FOR ALL PLANNING APPLICATIONS THE FOLLOWING MUST BE PROVIDED:

- A completed and signed Application for Planning Permit Form
- A Full Current Copy of Title (Must be printed within the last two months)
- The prescribed fee (contact the Planning Department on 03 5832 9730 for fees)

DOCUMENTATION

- A development summary providing the following information:
 - Site area (in m²) and number of dwellings
 - Number of car parking spaces
 - Size of each dwelling (in m²) and the site coverage (%)
 - Existing and proposed area of the site to be covered with impervious surface (including buildings, paved area, etc) in m².
 - Area of private space associated with each dwelling (m²), and of any public open space
 - A schedule of finishes, detailing materials and colours and main external surfaces including roofs, walls, fences and garages.
- A written statement describing how the development is consistent with any relevant policy for housing in the State Planning Policy Framework, Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.

NEIGHBOURHOOD AND SITE DESCRIPTION & DESIGN RESPONSE

- A neighbourhood and site description as described in Clause 55.01 of the Greater Shepparton Planning Scheme. A neighbourhood and site description may use a site plan, photographs and other techniques, and must accurately describe:

In relation to the neighbourhood:

- The pattern of development of the neighbourhood
- The built form, scale and character of surrounding development including front fencing
- Architectural and roof styles
- Any other notable features or characteristics of the neighbourhood

In relation to the site:

- Site shape, size, orientation and easements
- Levels of the site and the difference in level between the site and surrounding properties
- The location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site.
- The use of surrounding buildings
- The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres

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Checklist

- Solar access to the site and to surrounding properties
- Location of significant trees existing on the site
- Any contaminated soil and filled area, where known
- Views to and from the site
- Street frontage features such as poles, street trees and kerb crossovers
- The location of local shops, public transport services and public open spaces within walking distances
- Any other notable features or characteristics of the site
- A design response to the site analysis. The design response must explain how the proposed design:
 - Derives from and responds to the neighbourhood and site description
 - Meets the objectives of Clause 55 of the Greater Shepparton Planning Scheme
 - Responds to any neighbourhood character features for the area
 - The design response must include correctly proportioned street elevations showing the development in the context of adjacent buildings.

PLANS OF THE PROPOSAL

Applications should be accompanied by three copies of fully dimensioned plans which include a north point. One set of plans should be coloured to indicate the extent of works proposed and the colour of any external finishes. One set of plans reduced to A3 size should also be provided. Plans should show the following information:

- Site Plan (at a scale of 1:100 or 1:200)
 - The boundaries and dimensions of the site
 - The location of existing buildings and mature trees to be retained and removed
 - The location and internal layout of each dwelling
 - Abutting land use and buildings
 - Proposed streets, access ways, carparking areas and footpaths within the site
 - Contours or levels to Australian Height Datum (AHD)
 - Any proposed public open space or communal space or facilities
 - Main service connection points and easements
 - Proposed subdivision lot boundaries, where applicable
 - The private open space and external storage areas and mail boxes
 - Car parking spaces allotted to each dwelling
 - Paving materials and drainage treatments and lighting for vehicle areas and footpaths
 - Details of garbage bin storage areas

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Checklist

- Finished floor levels relative to AHD
- Measures incorporated or proposed to ameliorate impact (eg. Overlooking, overshadowing, visual bulk, noise intrusion, etc.) on adjacent dwellings
- Elevations (at a scale of not less than 1:100)
 - Major elevations of every building, including the relationship of the elevations to natural ground level, showing any proposed cut and fill
 - External wall heights (above natural ground level)
 - Overall building heights (above natural ground level)
 - Colours and material of external surfaces
 - Proposed fencing details including abutting any street or public open space
- Landscape Concept Plan
 - Site and dwelling boundaries (at ground level), and details of all proposed fencing
 - Existing and proposed street trees and overhanging trees in adjacent properties
 - Planting proposed for screening adjacent residential private open space areas
 - Location of proposed underground services
 - Planting concept showing lawn areas, garden areas and planting themes
 - Indication of open space functions, especially private open space areas for recreation, storage and services area, front gardens, communal land, and any proposed public open space
 - Measures to protect existing trees and their rooting systems during construction
- Shadow Diagram (at a scale of 1:100, 1:200 or 1:250)
 - Shadow diagrams of the proposed buildings and adjacent structures at 9am, noon and 3pm at the September equinox
- Traffic report for larger scaled developments
- Concept Drainage Plans

The above checklist has been designed to ensure that all documents are submitted to the Council to initiate the assessment of the planning application. Additional information may be required depending on the precise nature of the proposal and any site-specific considerations such as overlays. If applications are lodged without sufficient information for the Council assessment, the Council will formally request further information in accordance with the *Planning and Environment Act 1987*.

Please ensure you include clear and accurate plans which are fully dimensioned and drawn to scale to prevent delays with your application. As multi dwelling applications are complicated, it is highly recommended that you employ a professional assistance you with the requirements of the application.

For further assistance in the preparation of your application, please call the Planning and Development Department on (03) 5832 9730.