



GREATER
SHEPPARTON

Planning Permit Application Requirements

Information

The Council has statutory responsibilities to meet when processing planning applications. It is important that adequate information is provided so that a full assessment of an application can be made.

The most common concerns of applicants relate to time delays and the level of information requested, so it is important to understand the process and application requirements from the outset.

Seek a pre-application meeting

The most important first step is to take advantage of a pre-application meeting. Many misunderstandings that can otherwise occur may be prevented by engaging in discussion with one of the Council's planning officers, who can offer advice prior to the lodgement of the planning application.

An appointment can be made to meet with a planning officer by contacting the Council on (03) 5832 9700 or book online at <http://www.greatershepparton.com.au/bookings/>.

Do your homework

Research any planning controls, policies or guidelines that may apply to the proposed development or site. Determine if the proposal meets the requirements of the controls or policies. You should consider engaging a design professional and/or planning consultant, particularly if your proposal is larger or complex.

Consult your neighbours

Prospective permit applicants should also consult directly with their neighbours. The Council encourages applicants to discuss their plans with neighbours as early in the process as possible. If they are unhappy with an aspect of the proposal, you may be able to reach a compromise before finalising the plans and lodging the planning application with the Council.

Review and finalise your plans

Before lodging your application, weigh up the feedback received from the Council and your neighbours. Review your plans and incorporate any suggested changes that you think are reasonable. Finalise your plans and any written materials that is required to be submitted with your application.

Delays in obtaining a permit can occur when the information supplied by the applicant is unclear or incomplete. Please read and follow the checklist found on the back of this document to ensure that the correct information is lodged with your application.

Continued Overleaf



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Checklist

The following information is required to be provided to the Planning Department when making an application for planning permit. Any application submitted to the Council that does not contain all of the required information specified, shall be deemed to be incomplete and shall not be processed until the additional information is provided.

- An Application for Planning Permit form** fully completed (including declaration at the base of the form). If you don't own the land, you need to seek the owners consent. You can ask them to sign the application or you can notify the owner and state on the application form that you have done this.
- A full copy of title**, searched from the land titles office within the last 2 months, along with copies of any restrictions, covenants or agreements (available from the Land Titles Officer or at www.land.vic.gov.au). If you have a restriction, covenant or agreement attached to your title you will also need to complete a Registered Restrictive Covenants Declaration form which can be obtained from the Council or on the Council website at www.greatershepparton.com.au .
- The prescribed application fee**. Please contact the Councils Planning Department on 03 5832 9730 for the fee amount associated with the application.

An advertising fee may also apply if notification of the application is required. The planning officer considers this soon after receiving the application. Notice may be given to adjoining and/or nearby residents, a sign placed on site and/or a notice placed in the local newspaper. All submitted material will be made available if notification is given.

- Written submission/covering letter** explaining the proposal and how it complies with the Greater Shepparton Planning Scheme and the relevant local planning policies.

Plans (three copies of each plan are required, fully dimensioned and drawn to scale.)

- Site Plan**

- Location of proposed and existing buildings.
- Location of buildings and structures on adjoining properties.
- Setbacks to all boundaries, watercourses and other existing buildings.
- Access to the site (proposed driveway including construction details). If already existing please state on plan.
- Trees or vegetation to be removed, including the size, type and reason for removal. If none please state on the plan.
- Details of any cut and fill
- Waste water details – indicate if the site is connected to sewer or location of septic tank and waste disposal area.
- A north point

- Floor Plan**

- External dimensions of buildings
- Use of each room
- For an extension, the use of existing rooms should also be shown and clearly show what existing structures are and proposed structures.

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Elevation Plans

- All elevations (state which direction it faces [eg. N/S/E/W])
- Wall height of proposed building on any elevation
- Maximum height of proposed building on any elevation
- Maximum height of proposed buildings shown from natural ground level to the highest point
- The colours, materials and finishes of proposed building
- Elevation to show cut and/or fill, including heights, depths, distance from boundary and proposed method of retaining excavated or filled areas

Further Information may be required in addition to the information required in this checklist. The assessing planning officer will request further information if additional information is required. This may include:

- An Arboricultural Assessment
- Landscape Plan
- Property Management Plan
- Drainage Plans
- Shadow Diagrams

What happens once I have lodged my application and paid the relevant fees?

Once Council has received your application for a planning permit, together with all of the necessary information and fees, the application will be allocated to a particular Statutory Planner. You will be notified in writing of the Responsible Officer's name and contact number as well as your planning application number.

At this stage, an initial assessment is undertaken by the Officer to determine whether there is any outstanding information that needs to be provided. If this is the case, the officer will write to you and request further information that is required. Until this further information is submitted, the application is placed on hold.

What happens once Council has received all of the necessary information?

Most applications will need to be advertised. The advertising will generally require that letters are sent to the affected owners and occupiers' surrounding the site, a sign is put up on the property and in some larger developments; a notice is required to be placed in the newspaper. Council will arrange for all these notices, but the associated costs will be charged back to the applicant.

Residents that could be affected by the development are then invited to view the application details and plans. Residents have 14 days to lodge an objection with the Council, stating how they believe they may be adversely affected.

Applicants are encouraged to address concerns of residents and modify plans if necessary. Residents must be notified of any modifications. Council may facilitate a discussion with the parties concerned, prior to finally considering the development proposal, to help resolve any outstanding issues. If there are no objections to the application, the Council may take less time to consider your application.

When does Council consider my application?

Following the notification process and after considering all objections to the application, comments from both internal and external authorities and taking into consideration the provisions of the Greater Shepparton Planning Scheme, the planner will then prepare a report making a recommendation.

Continued Overleaf



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Checklist

If five or more objections are received, the application will be referred to a Council meeting to make the decision. Council meetings are held on the first Tuesday of every month.

The Responsible Officer or the Council (depending on the number of objections) may determine to either:

1. Issue a permit (if there are no objections)
2. Issue a Notice of Decision to Grant a Permit (this happens when objections have been received but Council believes that the proposal is acceptable)
3. Refuse to Grant a Permit (if Council believes that the proposal is not acceptable).

A Building Permit may also be required if your proposal involves construction. This is a separate process. While a building permit application may be made at the same time as the planning permit application. A building permit can not be issued until the planning permit has been approved.

This checklist outlines the minimum information to be submitted to enable your application to be lodged with the Council. If all the required information is not received at the time of lodgement, further information will be requested and the application will not proceed until all of the required information is received. Further information may also be required to be submitted to the Council for particular land use and development proposals.

If you wish to discuss your proposal further or book a pre-application meeting with one of the Councils planning officers, an appointment can be made by contacting the Council on (03) 5832 9700 or book online at <http://www.greatershepparton.com.au/bookings/>.