



Have you  
**CHECKED**  
the **LIST?**

City of Darebin  
**Planning**  
8470 8850  
[www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

A Planning Permit may be required to construct, extend or alter a building, verandah, deck, swimming pool or fence on land affected by flooding. These areas are generally affected by a Special Building Overlay or Land Subject to Inundation Overlay. You should contact the City of Darebin to establish if you require a Planning Permit.

### CHECKLIST FOR APPLICATIONS

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application, we encourage you to contact Council.

#### For all Planning Applications the following must be provided:

- an Application Form completed and signed
- a complete copy of Title for the land showing the Registered Search Statement and the Plan of Subdivision. The copy of Title must be clear and legible and have been produced within the previous three months
- full copy of instrument and transfer, and a full, clear legible copy of the covenant if a registered restrictive covenant applies to the land
- the prescribed application Fee

In addition to the information required above for all planning applications, the following should be provided in accordance with the *Electronic Lodgement Guidelines*:

- one copy of fully dimensioned plans and elevations at preferred scales of 1:100 or 1:20 showing the following (as appropriate):
  - the boundaries and dimensions of the site
  - existing site plan detailing all existing buildings and structures

*(checklist continued from previous page)*

- the proposed development including floor plans and elevations
- the details and elevations of any proposed fences
- the natural ground levels, existing floor levels and proposed floor levels measured to the Australian Height Datum
- 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 location of any easements on the site
- a copy of any correspondence provided to you from Melbourne Water in relation to the proposal

## Disclaimer:

**Please note this Checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after lodgement.**

## Note:

Other controls in the planning scheme may affect your proposal. Please check the planning scheme requirements before submitting a planning application by visiting the City of Darebin website at [www.darebin.vic.gov.au/planning](http://www.darebin.vic.gov.au/planning) or contacting Council's Planning Team between 8:45am to 4:45pm, Monday to Friday on 8470 8850.

