

## MULTI DWELLINGS - PLANNING PERMIT APPLICATION CHECKLIST

A planning permit is required to develop more than one dwelling on land. These planning permit applications should be accompanied by the following information.

### FORMS, FEES AND LEGAL DOCUMENTS

- ☐ Planning Permit Application form
- ☐ Relevant fee
- ☐ Copy of title less than 60 days old including:
  - ☐ Plan of Subdivision or Title Plan
  - ☐ Restrictive Covenants (if any)
  - ☐ Section 173 Agreements (if any)

The relevant forms and fees can be accessed via <http://www.wellington.vic.gov.au/Developing-Wellington/Planning-Permits/Applying-for-a-Planning-Permit>

### PLANS

- ☐ Neighbourhood and Site Description and Design Response Plan (see Clause 55.01 of the Planning Scheme <http://planningschemes.dtpli.vic.gov.au/schemes/wellington>)
- ☐ Site Plan (three hard copies) including:
  - ☐ Drawn to scale
  - ☐ North point
  - ☐ Boundaries and dimensions of the site
  - ☐ Existing or proposed easements and services
  - ☐ Adjoining roads
  - ☐ Relevant ground levels including any proposed earthworks (cut and fill)
  - ☐ Location and layout of existing and proposed buildings and works including setbacks to boundaries
  - ☐ Location and use of buildings on adjoining land
  - ☐ All existing and proposed fences including location, height and materials
  - ☐ All existing and proposed access points, driveways, car parking and bicycle parking including dimensions and surface materials
  - ☐ Garden area\* including dimensions
  - ☐ Existing and proposed trees and landscape areas
  - ☐ Garbage and recycling disposal and storage
- ☐ Floor plan (three hard copies) including:
  - ☐ Drawn to scale
  - ☐ North point
  - ☐ Existing and proposed building layout including dimensions and floor areas
- ☐ Elevation Plans (three hard copies) including:
  - ☐ Drawn to scale
  - ☐ Maximum height of buildings and works from natural ground level
  - ☐ Colours and materials of buildings
- ☐ Shadow diagrams
- ☐ Overlooking diagrams

#### Sale Service Centre

18 Desailly Street (PO Box 506), Sale Victoria 3850  
Telephone 1300 366 244

#### Yarram Service Centre

156 Grant Street, Yarram Victoria 3971  
Telephone 03 5182 5100

#### Contact Us Online

Web [www.wellington.vic.gov.au](http://www.wellington.vic.gov.au)  
Email [enquiries@wellington.vic.gov.au](mailto:enquiries@wellington.vic.gov.au)



## REPORTS

- ☐ Written response to the zone, overlays and other relevant provisions of the planning scheme including Clause 55 (ResCode)\*. The provisions are available at <http://planningschemes.dtpli.vic.gov.au/schemes/wellington>

## OTHER REQUIREMENTS

Ask a Council planner if any other requirements are required including (but not limited to):

- ☐ Feature Survey prepared by a qualified Land Surveyor  
☐ If subdivision is proposed, see subdivision checklist  
☐ Carparking Demand Assessment  
☐ Bushfire Management Plan  
☐ Cultural Heritage Management Plan

## TERMS EXPLAINED

### Clause 55 assessment (ResCode)

In Victoria the residential subdivision of land must be assessed in accordance with Clause 55 of the Planning Scheme, or commonly known as ResCode, and includes:

- objectives that must be met
- standards that should be met
- decision guidelines

A ResCode report is only required in urban areas and does not apply to rural land. More information is available at

<https://www.planning.vic.gov.au/planning-permit-applications/specific-permit-topics/residential-development>

### Garden area

The garden area is an uncovered outdoor area of a dwelling or residential building normally associated with a garden. It includes open entertaining areas, decks, lawns, garden beds, swimming pools, tennis courts and the like. It does not include a driveway, any area set aside for car parking, any building or roofed area and any area that has a dimension less than 1 metre. A lot must provide the minimum garden area at ground level as set out in the following table:

Lot size	Minimum percentage of a lot set aside as garden area
400 - 500 square metres	25%
501 - 650 square metres	30%
Above 650 square metres	35%

## LODGEMENT

Planning permit applications can be lodged via email [planning@wellington.vic.gov.au](mailto:planning@wellington.vic.gov.au), by post or in person at:

**Wellington Shire**  
Statutory Planning  
Wellington Shire Council  
PO BOX 506  
SALE VIC 3850  
Ph: 1300 366 244

**Site address:** 18 Desailly St, Sale

## PLEASE NOTE

These checklists are for preapplication assessment only. An initial assessment will be undertaken upon the receipt of the planning permit application and additional information may be required once this has occurred.