

Checklist for Planning Permit Application

New Buildings & Works within a Zone or Overlay



Items required		Completed
1.	A planning permit application <u>Form</u> (completed, dated and signed)	
2.	A full current copy of Title for the land, including the map showing current ownership details, title plan (the Copy of Title must be no older than 90 days.) Titles can be downloaded from https://www.landata.vic.gov.au (fees apply)	
3.	Copy of registered covenants, restrictions or Section 173 Agreements if they apply to the land.	
4.	Copy of a fully dimensioned <u>Site Plan</u> drawn to a scale of 1:100 showing: <ul style="list-style-type: none"> a) boundaries and dimensions of the site b) adjoining roads and vehicle access points c) relevant ground levels of the site d) location of new proposed building(s) and works e) location and dimension of driveways, vehicle parking areas, loading bays, if any. 	
5.	Copy of proposed <u>Floor Plan and Elevations</u> of proposed building(s) and works drawn to a scale of 1:500	
6.	<u>Recent photograph</u> of the subject land	
7.	A <u>Written Description</u> of the use of the land and the proposed building(s) and works (e.g. domestic storage, farm machinery, etc).	
8.	The prescribed application <u>Fee</u>	

Please note that this is a standard checklist which provides documentation required for lodging an application. However, additional information may be required depending upon the planning controls affecting the land, nature and complexity of the proposal

Contact		
Planning Department	Phone (03) 5461 0610	Email mail@cgoldshire.vic.gov.au
		Mail PO BOX 194, Maryborough, VIC, 3465