

Checklist for planning applications

Construction of, or alterations to, a building of five or more storeys

Background Information

This checklist is relevant to applications seeking to construct or make alterations to, a building of five or more storeys.

The Melbourne Planning Scheme seeks to ensure that apartment developments are delivered to a high standard and achieve compliance with the relevant requirements such as Clause 58 (Apartment Developments). Developments must be site response and respectful of their strategic context whilst also ensuring a high level of internal amenity is provided for future occupants..

You may need this checklist if you are:

- Wishing to construct or extend an apartment development, or to construct or extend a dwelling in or forming part of an apartment development.

For further guidance about whether you will need to use this checklist, please consider booking a pre-application meeting.

To be accepted for assessment, your application must include:

- A completed application form, including a signed declaration
- A recent copy of the title for the land (dated no more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and the Register Search Statement which lists any encumbrances or restrictive covenants that may affect the land. A Certificate of Title may be obtained online from [LANDATA¹](https://www.landata.vic.gov.au/) or by contacting the [Land Information Centre²](https://www.land.vic.gov.au/)
- The prescribed application fees
- An electronic copy of plans, fully dimensioned and drawn to scale
- A site analysis and descriptive statement (urban context report) explaining how the proposed development responds to the site, its context and relevant planning controls, policies and provisions of the Melbourne Planning Scheme including a response to Clause 58

Note: An application fee is requested by the Responsible Officer after the application is lodged. Please ensure the section of the application form titled "Cost of Works" is completed when you lodge your application to prevent delays in calculating the correct fee.

In addition to the mandatory items above, you will need some or all of the following:

- Site plans and elevations (development drawings) that are fully dimensioned and scaled to 1:100 or 1:200.

Note: Plans and elevations must be electronic. Plans should include:

- A site plan detailing boundaries and dimensions of the site, adjoining roads and street trees
- The layout of existing buildings and works and any significant vegetation on the site
- Demolition plan clearly showing the extent of demolition and structures to be retained
- Application summary table:
 - Address, applicant, owner, architect etc
 - Proposal
 - Gross floor area
 - Floor area ratio
 - Podium height
 - Building height and storeys
 - Building setbacks from boundaries
 - Dwelling numbers and type (total plus number of 1, 2 and 3+ bedroom dwellings)
 - Net floor area of commercial uses
 - Garden area
 - Total car parking and motorcycles spaces
 - Total bicycle spaces and facilities

¹ <https://www.landata.vic.gov.au/>

² https://www.land.vic.gov.au

- Plans, elevations and sections detailing:
 - proposed buildings and/or works on the site (alterations and additions to be highlighted)
 - the intended use of the components of the building and predicted furniture layouts
 - notations of relative levels to Australian Height Datum (AHD) or a temporary benchmark of the proposed overall building heights, floor to ceiling and finished floor levels to all structures, the slope of the land and indicating the differences between natural and finished floor levels
 - notations of building and wall heights, building setbacks and projections at each level including the clearance heights from footpaths and/or road surfaces demonstrating compliance with the City of Melbourne's Road Encroachment Guidelines
 - outline of any built form controls (Zone / Design and Development Overlay)
 - provision of entrances, car parking, bicycle facilities, loading of vehicles and access to parking spaces and loading bays (fully dimensioned) to relevant Australian Standards and waste storage areas
 - location of structural columns and building services (e.g. fire boosters, substation)
 - the exact location and canopy spread of all Council trees in the road reserve(s) adjoining the site and trees proposed for removal
- Coloured 3D perspectives taken at multiple angles
- A landscape layout plan
- Details of the consideration of the Disability (Access to Premises-Buildings) Standards 2010
- The location of any easements
- For developments of five or more storeys a 3D digital model should also be provided with the application. Please see Advisory Note - 3D Digital Modelling on the City of Melbourne website for more information on how to provide this
- Details of proposed finishes, materials and colours
- Shadow diagrams showing each hour between 9.00am and 3.00pm. Diagrams to show all open space (public and private) in square metres, and shadow impact in square metres (existing and proposed)

Supporting reports and plans (if applicable):

Note: In addition to the above documentation supporting reports are often required for apartment development applications. Some of these are outlined below:

- Waste Management Plan demonstrating compliance with the City of Melbourne's Waste Management Guidelines
- Arboricultural Impact Assessment prepare by a certified arborist that outlines any potential impacts the proposal and construction methodology (traffic, loading zones, gantries etc) has on council trees. Where tree removal is proposed replacement trees must be identified. It is City of Melbourne Policy that all efforts must be made to retain trees
- A copy of an approved Cultural Heritage Management Plan (CHMP). A Preliminary Aboriginal Heritage Test (PAHT) to determine whether the proposal requires the preparation of a Cultural Heritage Management Plan can be established through Aboriginal Victoria

- A Tree Protection Plan prepared in accordance with the City of Melbourne's Tree Retention and Removal Policy
- An application for a sensitive land uses (e.g. residential/ childcare) should include an Environmental Assessment of the land carried out by a suitability qualified environmental professional, who is a member of the Australian Contaminated Land Consultant's Association
- Details of energy, resource efficiency and stormwater management by demonstrating compliance with Clause 15.01-2L-01 (Energy and resource efficiency) and Clause 19.03-3L (Stormwater management (Water Sensitive Urban Design))

Helpful Hints

1. This checklist outlines the standard information required for application lodgement. Additional information may be requested by the assessing planning officer.
2. If you would like to discuss your proposed licensed premises, you can arrange a pre-application meeting at [Planning pre-application advice](#)³
3. For information about fees, please refer to the [Schedule of fees](#)⁴. Please note, you may require other permits, and these may incur additional fees.
4. If you are reducing car parking requirements, you'll likely be changing other things such as a change of use, signage or undertaking minor works, these may also require a planning permit in their own
5. Please note the Melbourne Planning Scheme is a live document that governs the development and use of land in our municipality. It is regularly updated to reflect changing needs of our municipality.

Therefore you are encouraged to review our [Planning Scheme Amendments](#)⁵ as they could have implications on your proposal. You can also visit the [Department of Transport and Planning](#)⁶ for further updates on potential planning scheme amendments.

6. Please apply bookmarks to the relevant section of the pdf application document. Below is the City of Melbourne's preferred layout for planning applications:
 - Planning application form
 - Metropolitan planning levy certificate
 - Title documents:
 - Register search statement
 - Plan of subdivision
 - Restrictions
 - Requisite permissions required prior to works commencing
 - Cover letter
 - Planning report
 - Urban context report and design response
 - Architectural plans
 - Feature and levels survey plan
 - 3D renders

³ <https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services>

⁴ <https://www.melbourne.vic.gov.au/SiteCollectionDocuments/planning-schedule-of-fees>

⁵ <https://www.melbourne.vic.gov.au/building-and-development/urban-planning/melbourne-planning-scheme/planning-scheme-amendments/Pages/planning-scheme-amendments.aspx>

⁶ <https://dtp.vic.gov.au/>

- Wind assessment report
- Reflective glare assessment
- Environmentally sustainable design statement
- Waste management plan
- Traffic impact assessment report
- Street tree impact assessment report
- An environmental assessment in accordance with the requirements of the Melbourne Planning Scheme and the Environmental Protection Act

Application lodgement guidelines

Please submit your application electronically – by email, online file sharing service or USB. Your email should include the complete application as a single PDF document, optimised to reduce file size and not encrypted or password protected. Alternatively, you may lodge the application via our online portal [Lodge a planning application](#)⁷. For other lodgement options, please contact Council.

To get in touch with Council about your application

Telephone: (03) 9658 9658
Email: planning@melbourne.vic.gov.au
Online: [Contact us](#)⁸

⁷ <https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services/planning-applications>

⁸ <https://www.melbourne.vic.gov.au/pages/contact-us.aspx>