



Checklist for planning applications

Construction and or extension of single dwelling or multi dwellings on a lot (ResCode)

Background Information

This checklist is relevant to applications seeking to construct or extent a dwelling on a lot. A development must, amongst other matters meet the requirements of either Clause 54 or Clause 55 (ResCode) of the Melbourne Planning Scheme. Other planning scheme controls may affect your proposal such as a Heritage Overlay. The Melbourne Planning Scheme seeks to ensure that these development are delivered to a high standard and respect the neighbourhood character and amenity of the area

You may need this checklist if you are:

- Wishing to construct or extent a dwelling on a lot where the lot size is less than 300 square metres

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 neighbourhood and site descriptive statement 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 54 or 55

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:

- : A written report (Car Parking Demand Assessment) providing an assessment against Clause 52.06-7 of the Melbourne Planning Scheme. The response should address the following:

Note: Council requires that you provide a written submission that justifies your proposal. It should contain as much information as possible, and will vary from case to case, however as a minimum it should address the below list of items. Please note reports prepared by a suitability qualified traffic engineer is often more comprehensive and assists in Council's assessment.

- 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)
 - location of car-parking and/or crossovers both existing and proposed (if applicable) to the Australian Standards.
 - notations of building and wall heights, building setbacks and projections
 - outline of any built form controls (Zone / Design and Development Overlay)
 - the exact location and canopy spread of all Council trees in the road reserve(s) adjoining the site and trees proposed for removal
- Details of any environmentally sustainable design features e.g. energy efficiency, water saving, etc. See Clause 15.01-2L-01 - Energy and resource efficiency) and Clause 19.03-3L - Stormwater management (Water Sensitive Urban Design) for further details
- Details of proposed finishes, materials and colours

¹ <https://www.landata.vic.gov.au/>

² https://www.land.vic.gov.au

- 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). Details on the percentage of shadow/ additional shadow should also be shown
- A landscape layout plan
- The location of any easements
- Application summary table, including the following information:
 - proposal
 - total floor area
 - extent of additional floor area
 - building height and storeys
 - building setbacks from boundaries
 - bedroom numbers
 - garden area
 - total car parking

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.

- 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 Tree Protection Plan prepared in accordance with the City of Melbourne's Tree Retention and Removal Policy
- 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 lodgment. 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.

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>

4. Clauses 54 and 55 specify objectives that must be met. A proposal must meet all the objectives listed within the Melbourne Planning Scheme. If a standard is proposed to be varied suitable justification must be provided for Council to consider. Please note that meeting the standard does not automatically mean that the objective has been met. When providing justification for your proposal a written explanation should elaborate further than simply stating it 'complies'.
5. The following Practice Note prepared by the Department of Transport and Planning may provide some further context to Clause 54 and 55 requirements.

[Residential Development Standards \(ResCode\) - Planning Practice Note 27 \(PDF 1.61MB\)](#)⁵

6. 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](#)⁶ as they could have implications on your proposal. You can also visit the [Department of Transport and Planning](#)⁷ for further updates on potential planning scheme amendments.

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](#)⁸. 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](#)⁹

⁵ https://www.planning.vic.gov.au/__data/assets/pdf_file/0030/97158/PPN27-Understanding-the-Residential-Development-Standards-ResCode_June-2015.pdf

⁶ <https://www.melbourne.vic.gov.au/building-and-development/urban-planning/melbourne-planning-scheme/planning-scheme-amendments/Pages/planning-scheme-amendments.aspx>

⁷ <https://dtp.vic.gov.au/>

⁸ <https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services/planning-applications>

⁹ <https://www.melbourne.vic.gov.au/pages/contact-us.aspx>