



## Planning Application & Amendment Checklist

### Information to be submitted with an application – standard requirements:

The following information is the minimum that must be provided with an application (excluding applications to be assessed under ResCode). To assist with the lodgment of your application you must submit this checklist with your application to demonstrate that you have supplied this information. If you have any inquiries, please contact the planning department on 5018 8410.

A properly completed Application Form

A completed declaration form, in addition with a completed checklist which can be located at [www.aav.nrms.net.au/aavQuestion1.aspx](http://www.aav.nrms.net.au/aavQuestion1.aspx) confirming requirements for a Cultural Heritage Management Plan in accordance with the Aboriginal Heritage Act 2006.

The appropriate fee \$ \_\_\_\_\_

A **current** copy of title including details of any restrictions/ covenants (Current being not older than 2 weeks)

An accompanying letter/submission detailing the proposal

A copy of the plans

### Plans:

The plans submitted will need to be fully dimensioned and drawn to a reasonable scale. As a minimum the plans should include the following information:

- ▶ A north point and the scale
  - ▶ The boundaries and dimensions of the site
  - ▶ The location of existing buildings on the land
  - ▶ The location and dimensions of all proposed buildings/works
  - ▶ Elevations of the proposed buildings/works including the materials and colours
  - ▶ Location and surface treatment of vehicle access and car parking areas
  - ▶ The location, type and height of fencing
  - ▶ Any other features of the site if relevant (ie. contours, vegetation etc) ▶
- The location and use of buildings on adjoining land

**Council will not accept your application if this information is not provided.**