



RESIDENTIAL DEVELOPMENT (MULTIPLE DWELLINGS)

All applications to commence development must be accompanied by a completed checklist. Incomplete applications will not be accepted and will be returned to the applicant with a list of outstanding items.

What information do I need?

| Information | When it is required? | Provided (Applicant to complete) | Received (City to complete) |
|---|--|-------------------------------------|--------------------------------|
| City of Vincent Application for Development Approval Form | Always | | |
| Metropolitan Region Scheme Form 1 | Always | | |
| City of Vincent Consent and Indemnity Form | Always | | |
| Payment of relevant fees | Always | | |
| *Note an additional fee will be charged for applications that require advertising and result in more than 10 letters. | | | |
| Current copy of the property's Certificate of Title (no more than three (3) months old) | Always | | |
| One (1) copy of the Deposited Plan or Survey Strata Plan or Strata Plan | Always where the site is part of survey strata or strata lot AND/OR Where an easement, notification or encumbrance is listed on the certificate of title | | |
| One (1) copy of the Site Feature Survey drawn to scale (must be endorsed by a licensed land surveyor) | Always | | |
| One (1) copy of the Site Plan drawn to scale and to include: <ul style="list-style-type: none"> Finished floor levels Top of Wall heights Parking bay dimensions Levels of driveway / crossover Verge infrastructure (including trees) Meter boxes and letter boxes | Always Always For retaining walls only (existing and proposed) Always Always Always Always | | |
| One (1) copy of the Floor Plan drawn to scale: <ul style="list-style-type: none"> Lot boundaries to be shown on plans | Always Always | | |

APPLICATION CHECKLIST



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|--|--|-------------------------------------|--------------------------------|
| One (1) copy of the Elevation Plans drawn to scale | Always | | |
| <ul style="list-style-type: none"> Natural ground level annotated on elevations | Always | | |
| One (1) copy of Landscaping Plans | Always | | |
| One (1) copy of overshadow diagrams | Always | | |
| One (1) copy of the colours and materials schedule | Always | | |
| Perspectives | Always | | |
| Streetscape analysis | Always | | |
| Environmentally Sustainable Design Report | Always | | |
| Waste Management Plan | Always | | |
| Parking Management Plan | Always where applicable under Local Planning Policy 7.7.1 | | |
| Traffic Impact Assessment / Statement | Liaise with the City's Engineering Department to confirm if required | | |
| Acoustic Report | Always where applicable under Local Planning Policy 7.5.21 | | |
| Response to Design Review Panel Comments | Always where an application has previously been considered by the City's Design Review Panel | | |
| Heritage Impact Statement | Always for properties on the City's Municipal Inventory or the State Heritage List | | |
| Bushfire Attack Level (BAL) Assessment (A BAL Contour Map may be acceptable, please speak with a Planner for further information) | Always if property is within bushfire prone area | | |
| Statement identifying all design elements which do not satisfy the deemed-to-comply standard of the R-Codes and the City's policy framework, including written justification outlining how the proposal meets the design principles and objectives of the R-Codes and the City's policy framework. | Always | | |
| Full set of above plans in PDF format (USB or CD) | Always | | |
| Urban Design Study | Always | | |

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|--|----------------------|-------------------------------------|--------------------------------|
| <p>Either a Green Building Council of Australia's Green Star Rating System; or a Life Cycle Assessment in Accordance with EN15978- Sustainability of construction works – Assessment of environmental performance of buildings – Calculation method.</p> <p>If submitting an alternative environmentally sustainable design report, please discuss with the City prior to ensure this would be accepted.</p> | Always | | |

Applicant declaration

I, _____ confirm that I have provided all of the information as outlined above with my application. I am aware that the City may require additional information to process my application.

Signed: _____

Date: _____

Office Use Only:

Accepted by: _____

Date: _____