



MIXED USE AND COMMERCIAL DEVELOPMENT APPLICATION CHECKLIST

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		
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:	Always		
<ul style="list-style-type: none"> Finished floor levels 	Always		
<ul style="list-style-type: none"> Top of Wall heights 	For retaining walls only (existing and proposed)		
<ul style="list-style-type: none"> Parking bay dimensions 	Always		
<ul style="list-style-type: none"> Levels of driveway / crossover 	Always		
<ul style="list-style-type: none"> Verge infrastructure (including trees) 	Always		
<ul style="list-style-type: none"> Meter boxes and letter boxes 	Always		

DEVELOPMENT APPLICATION CHECKLIST



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One (1) copy of the Floor Plan drawn to scale:	Always		
• Lot boundaries to be shown on plans	Always		
One (1) copy of the Elevation Plans drawn to scale	Always		
• 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		



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: _____