



## DESCRIPTION OF INFORMATION TO BE PROVIDED

When submitted a Development Application the following information is required before the application can be accepted. Where all relevant information is not provided, the application will remain on hold until received. This information should be read in conjunction with the relevant checklists.

### Certificate of Title

The City requires a Certificate of Title issued by Landgate within the last 3 months to be submitted with ALL development applications. The certificate of title confirms ownership details, lot numbers and addresses and the type and location of any easements. To obtain a copy of your certificate of title, please contact Landgate.

### Completed Application Form signed by owners of the land

The City requires a completed application form signed by all owners of the parcel of land or an authorised signatory. For development within common property of a strata development, the strata company is the legal owner of the land and therefore required to sign any application, alternatively all landowners of the parent property are required to sign the application. For development on strata lots, please refer to the Strata Titles Act for further information.

### Metropolitan Regional Scheme Form 1 (MRS Form 1)

Registered proprietor/s (landowner/s) or the authorised agent's details must be provided in this section. If there are more than two landowners please provide all relevant information on a separate page. Signature/s must be provided by all registered proprietors or by an authorised agent. Alternatively, a letter of consent, which is signed by all registered proprietors or by the authorised agent, can be provided.

### Written Justification

A Planning assessment / report is to be provided with all applications.

Where a departure to the deemed-to-comply provisions of the City's Local Planning Scheme No.2, the Residential Design Codes or Local Planning Policy, written justification addressing how the proposed development satisfies the relevant objectives or design principles is required.

### Streetscape Analysis

The Streetscape Character Analysis should comprise an analysis of both the existing and desired streetscape. It should consider the overall neighbourhood character and the potential impact of your development.

The analysis of the existing streetscape should focus on the position and negative elements of the streetscape and locality. The key character elements that need to be analysed include the following:

- Relationship between the proposed and adjoining buildings.
- The scale, height and built form character of buildings.
- Architectural character and dominant materials/finishes.
- The landscape character.
- Character of spaces between buildings including vehicular and pedestrian entries.
- Typical roof scape and forms of roofs
- Front setback treatment, fencing and front garden area characteristics.
- Architectural style and composition.

Every street in the City of Vincent is different and there are certain characteristics within individual streets that may make its character unique. The onus is on the you, as the applicant to justify how your proposed development 'fits into' the streetscape.

### Site Feature Survey

A site analysis plan depicts the subject lot as it is before the development will occur and should provide the following information:

- Full address of the property including street and lot number.
- North point and scale bar.
- All site boundaries and area dimensions and street frontages.
- Existing levels to an established datum (preferably AHD), contours at maximum intervals of 0.5 metre and spot levels at all boundaries at intervals no greater than 5 metres.
- The position and dimensions, setback distances of existing buildings, retaining walls and other structures.



- The position, type and size of any existing tree exceeding 3 metres and/or significant landscaping features.\*
- The street verge, including footpaths, street trees, crossovers, truncations, power poles and any services such as telephone, gas, water and sewerage in the verge.\*
- The location of all service connections.\*
- The location of any easement or piped service traversing the site and any sewer connection point servicing the site.
- The location of any access restrictions such as road islands adjacent to the site.\*
- The position of any adjoining and existing buildings that might affect, or be affected by, the proposed development including the position of the proposed development, levels and position of habitable room windows, and designated locations of outdoor living areas.\*
- Details of any road widening.

\*Information not required for applications for Outbuildings and Patios where finished floor level is not greater than 0.5 metres above natural ground level.

## Site Plan

A site plan depicts the subject lot and the proposed development that will occur and should provide the following information:

- Full address of the property including street and lot number.
- North point and scale bar.
- All site boundaries and area dimensions and street frontages.
- Existing levels to an established datum (preferably AHD), contours at maximum intervals of 0.5 metre and spot levels at all boundaries at intervals no greater than 5 metres.
- Location of new buildings and existing buildings to be retained (including retaining walls, fences, outbuildings, driveways and crossovers, courtyards and location of drying areas, etc).
- The position of paved vehicle, pedestrian access ways and on-site and off-site car parking spaces, including truncations.\*
- The existing structures and trees (indicate which are to be retained and which are to be removed).

- Location and dimensions (including percentage of site area) of deep soil zones and canopy coverage at maturity.\*
- Proposed finished floor levels.
- Shadow that would be cast at noon on 21 June by any proposed building onto any adjoining property.\*
- Position and dimension of the relevant cone of vision from any raised active habitable space.
- Open space calculation (in square metres and percentage of site)

\*Information not required for applications for Outbuildings and Patios where finished floor level is not greater than 0.5 metres above natural ground level.

## Floor Plan

A floor plan depicts the details of the proposed development that will occur and should provide the following information:

- A plan of every storey showing floor levels (AHD preferred).
- Internal layout showing existing and proposed doors, windows and room types (uses).
- Roof/eaves lines.
- Total floor area in square metres.
- Setbacks to all boundaries on all sides.
- Cone of vision from major openings as it relates to adjoining properties.

\*Information not required for applications for Outbuildings and Patios where finished floor level is not greater than 0.5 metres above natural ground level.

## Elevations

- Elevation of each side of the proposed development (i.e. front, rear and sides).
- Natural ground level and proposed ground and finished floor levels (relative to nominated datum point or AHD).
- Wall heights and roof heights.
- Cross sections through any proposed areas of excavation or filling.
- Proposed materials, colours and finishes of the exterior of the building.



## Overshadow Diagrams

Overshadow diagrams are to be provided for all minor development adjacent to the southern lot boundary that adjoins residential development and all single houses, grouped dwellings, multiple dwellings, mixed use development and commercial development.

The shadow diagrams are to be provided in accordance with the relevant planning framework:

- State Planning Policy 7.1 – Residential Design Codes Volume 1, Clause 5.4.2 Solar access to adjoining properties; or
- State Planning Policy 7.1 – Residential Design Codes Volume 2, Clause 4.1 Solar and day light access.

## Schedule of Colours and Materials

A colours and material schedule (can be shown on the elevation drawings) is required to determine how the proposed development will fit into the context of the prevailing streetscape.

The colours and material should have due regard to the streetscape so the development preserves and enhances the visual character of the existing streetscape.

## Perspective Drawings

Perspective drawings should provide an indication of how the development would look if approved and constructed.

A copy of the perspectives should be provided which includes existing and proposed vegetation (on-site and within the adjacent verge) and a second copy should be provided without the existing and proposed vegetation.

## Landscaping

A detailed landscaping plan is required to provide the following information:

- All existing vegetation on site and within the adjacent verge.
- Size and dimensions of all deep soil areas in accordance with Policy No. 7.1.1 Built Form.
- The location and species of all proposed trees and their applicable canopy cover at maturity.
- The location and species of all other vegetation proposed to be planted on the site.

- Maintenance schedule setting out the program of activities required to maintain the health and amenity of plantings for the life of the development is to be prepared by a Landscape Architect responsible for the design.

## Heritage Impact Statement

A heritage impact statement (HIS) describes and evaluates the likely impact of a proposal. A HIS is a clear and concise account of the proposed work that addresses three basic questions:

- How will the proposed works affect the significance of the place or area?
- What measures (if any) are proposed to ameliorate any adverse impacts?
- Will the proposal result in any heritage conservation benefits that might offset any adverse impacts?

The City of Vincent recommends using this template provide by the State Heritage Office.

## Parking Management Plan

A Parking Management Plan is required to be submitted to the City when the parking arrangement of a proposed development does not meet the requirements prescribed within Policy No. 7.7.1 Non-Residential Parking Requirements. Please review Policy No. 7.7.1 Non-Residential Parking Requirements for the applicable requirements.

## Environmentally Sustainable Design Report

The City of Vincent believes that all new development should be designed and built in accordance with the principles of environmentally sustainable design. Sustainable design leads to benefits for the developer, building owner and occupier, as well as for the wider community and environment.

The City's Policy No. 7.1.1 Built Form states that planning applications for commercial and multiple dwelling developments within the City of Vincent must demonstrate that environmentally sustainable design would be achieved. There are two methods of satisfying the City's requirements, described below.



## **Preliminary Sustainable Design Assessment Report using the Green Star 'Design and As-built' rating tool**

This is a self-assessment and does not require certification from the Green Building Council of Australia (GBCA) however, it must be prepared by a Green Star Accredited Professional. The report must include the following:

A description of the sustainability strategies and initiatives that will be targeted by the development;

- A Green Star Score Card showing the number of points that can be achieved by the targeted strategies and initiatives;
- Confirmation that all targeted strategies and initiatives have been integrated into the project design documentation submitted with the development application; and
- A statement confirming the Applicant's intent to retain sufficient sustainability strategies and initiatives to the working drawing stage to ensure that the final design is capable of achieving a 5 star Green Star rating.

## **Target Setting Report using life cycle assessment (LCA) methodology**

A 'LCA Report' or 'Target Setting Report' can be prepared by any person provided that it demonstrates compliance with the standards referred to in the table above. The report must include the following:

- The lifetime savings targets of both global warming potential and net fresh water that the development is able to achieve;
- Describing and quantifying the global warming and water impacts of the preferred strategies for achieving these targets;
- Listing a range of reserve strategies that will be employed to achieve each target should preferred strategies become unfeasible as the design is finalised; and
- A statement confirming the Applicant's intent to retain sufficient sustainability strategies and initiatives to the working drawing stage to ensure that the final design is capable of achieving the global warming and water benchmarks set out in the City's Built Form Policy.

## **Waste Management Plan**

All development is required to comply with the requirements prescribed within the City's Policy No. 2.2.11 Waste Management.

If private waste collection is proposed, the development is still required to satisfy the City's waste requirements so that should the private waste collection no longer service the development, the City would still be able to. Private waste collection does not result in property rates being subsidised.

For further information please contact the City's Waste department.

## **Traffic Impact Assessment**

Please liaise with the City's Engineering Department to confirm if a Traffic Impact Assessment is required. The information will generally be required when:

- A significant amount of parking is required.
- The development may result in queuing.
- The development proposes a parking shortfall and relies on alternate methods of transportation.

The following information is required to be provided as part of the report:

- Description of the development.
- Assessment of the likely parking demand.
- Consideration of nearby developments.
- Assessment of accessibility of the site by alternative methods of transportation.
- Assessment of the impact of the development traffic on existing pedestrian, cyclists and public transport users.
- Assessment of the potential impact on the amenity of the surrounding area.

## **Acoustic Reports**

Acoustic Reports are to be provided in accordance with Policy No. 7.5.21 Sound Attenuation.

The purpose of an acoustic report is to assess the noise environment affecting a proposed development site and to demonstrate how the proposed development will be designed and constructed so as to have been acoustically assessed and designed for the purpose of minimise the effects of noise intrusion upon the site and noise emissions from the site.

For further information, please reflect to the Sound Attenuation Policy (linked above) or contact the City's Health Services department.