



Planning Application Information Checklist

This checklist must be completed by the applicant and submitted with the planning application.

APPLICANT NAME	
SITE ADDRESS	

INFORMATION REQUIRED	Lodged Applicant tick box	Received Council tick box
Completed <u>application form</u> (available from Council).		
<u>Application fee</u> (available from Council).		
Full and current copy of <u>property title</u> , along with copies of any restrictions, covenants or agreements.		
Two copies of a <u>written submission</u> explaining the details of the proposal and how it responds to the relevant provisions of the planning scheme (check with Council for details).		
Three copies (one copy no larger than A3 size) of a <u>site plan</u> to scale with dimensions, showing the layout of all existing and proposed buildings and works.		
Three copies (one copy no larger than A3 size) of <u>detailed plans</u> of all proposed buildings and works to scale and with dimensions, showing" <ul style="list-style-type: none"> • Floor plan of all buildings. • Building elevations, including building materials, colours and finishes. • Finished floor level (on flood prone land). 		
Two copies (one copy no larger than A3 size) of a <u>landscape concept plan</u> to scale and with dimensions, showing details of all proposed plantings, including location, number and species.		

Please note this checklist includes standard information requires for lodgement. It is important that you discuss your proposal with Council's Planning Department prior to lodgement to identify any further requirements or issues relating to your proposal.