

Planning

Application Checklist

If you are not familiar with the planning process, it is important that you discuss your proposal with either Council's Planning team or a Town Planning Consultant prior to the lodgement of an application, to identify any further requirements or issues relating to your proposal.

Pre-Application meetings can be booked online via Council's website:

<https://www.swanhill.vic.gov.au/building-and-planning/planning/planning-permit-process/preparing-your-application/>

Please note this checklist includes standard information (mandatory documents) required for lodgement and has been prepared to facilitate the quicker processing of your application, by outlining the minimum amount of information required to assess your proposal.

Additional information may be required depending on the precise nature of the proposal and any site-specific considerations. Example, a subdivision application lodged without a Plan of Subdivision, or a Liquor License application lodged without a red-line plan.

If applications are lodged without sufficient information for Council assessment, Council will formally request more information in accordance with the Planning and Environment Act 1987.

Council will not accept your application if the following mandatory information is not provided.

- Full copy of Certificate of Title that is **less than 3 months old**, as well as copies of any encumbrances such as restrictions, covenants, or agreements on Title.
<https://www.landata.online/products/title-search/>
- An online self-assessment to determine whether a CHMP is required – available from the Aboriginal Affairs Victoria website, via the CHMP self-assessment tool:
<https://heritage.achris.vic.gov.au/aavQuestion1.aspx>
- A written submission explaining the nature and details of the proposal and how it responds to the relevant provisions of the Swan Hill Planning Scheme:
<https://planning-schemes.app.planning.vic.gov.au/Swan%20Hill/ordinance>
- Site plan drawn to scale with:
 - Dimensions and relevant boundary setbacks,
 - Layout of any existing and/or proposed buildings and works, driveways/access ways, car parking, landscaping, and signage details (as relevant).
- Plan of all proposed buildings and works (if applicable), drawn to scale with dimensions and must show:
 - Floor plan of buildings,
 - Building elevation, including building materials, colours, and finishes,
 - For flood prone land the finished floor level must be shown,
 - Drainage plans,
 - Landscape plans.