

# Planning application checklist

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

|                       |  |
|-----------------------|--|
| <b>Applicant name</b> |  |
| <b>Site address</b>   |  |

The following mandatory information **must** accompany your application to allow your application to be received by Council.

| Mandatory information to be submitted |   | LODGED<br>please tick | RECEIVED<br>by Council |
|---------------------------------------|---|-----------------------|------------------------|
| 1                                     | Completed and signed application form.  |                       |                        |
| 2                                     | Completed Cultural Heritage Management Declaration and the result of the online self assessment tool (over page).   |                       |                        |
| 3                                     | Applicable application fee.   |                       |                        |
| 4                                     | Full copy of land Title that is <b>less than 3 months old</b> , as well as copies of any restriction, covenant or agreement on Title.   |                       |                        |
| 5                                     | 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.   |                       |                        |
| 6                                     | 3 copies of a site plan drawn to scale with dimension and relevant boundary setbacks, as well as the layout of any existing and/or proposed buildings and works, driveways/access ways, car parking, landscaping and signage details (if relevant). |                       |                        |

The following supporting information should be provided, if relevant.

|   |  |  |  |
|---|--|--|--|
| 7 | 3 copies of plans of all proposed buildings and works drawn to scale with dimensions and must show: <ul style="list-style-type: none"> <li>• Floor plan of all buildings</li> <li>• Building elevation, including building materials, colours and finishes</li> <li>• For flood prone land the finished floor level must be shown</li> <li>• Drainage plans</li> <li>• Landscape plan</li> </ul> |  |  |
|---|--|--|--|

Please note this checklist includes standard information required 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. This checklist ensures that all mandatory documents are submitted to Council to initiate the assessment of the planning application. Additional information may be required depending on the precise nature of the proposal and any site-specific considerations. 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*.

# Cultural Heritage Management Plan

A Cultural Heritage Management Plan (CHMP) may be required depending on the nature of your planning application and the site's location. A CHMP makes recommendations for managing the impact of an activity on Aboriginal Cultural Heritage.

The CHMP declaration confirms to council that the applicant has undertaken due diligence as to whether a CHMP was required or not.

**This form must be signed and submitted with any planning permit application.**

An online self assessment to determine whether a CHMP is required is available from the Aboriginal Affairs Victoria website via the CHMP self assessment tool at <http://www.aav.nrms.net.au/aavQuestion1.aspx>

| Applicant's details |         |
|---------------------|---------|
| Name:               |         |
| Address:            |         |
| Phone:              | Mobile: |
| Fax:                |         |
| Email:              |         |

| Please advise which is applicable to your planning application  |
|---|
| <input type="checkbox"/> The Cultural Heritage Management Plan is NOT required<br>If so please attach a copy of confirmation from the self assessment tool as advice  |
| <input type="checkbox"/> An approved Cultural Heritage Management Plan is attached  |
| <input type="checkbox"/> An approved Cultural Heritage Management Plan is required and has NOT been approved<br>Under section 52 (1) of the Aboriginal Heritage Act 200 the responsible authority must not grant a planning permit without an approved CHMP if one is required under the act. Under section 52 (4) of the Aboriginal Heritage Act 2006 until the responsible authority has received a copy of the approved CHMP the time required for the responsible authority to make a decision is deemed NOT to have commenced. |

## Declaration

I have included all required documentation for this application. I declare that all the information I have provided is true and correct and I have made the owner of the land aware of this application.

**Name of Applicant:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_