

Planning application checklist



Mandatory information to be submitted with planning application.	
1	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
2	Full copy of land Title that is less than 3 months old , as well as copies of any restriction, covenant or agreement on Title.
3	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. (http://planningschemes.dpcd.vic.gov.au/schemes/swanhill)
4	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).
5	Plan of all proposed buildings and works drawn to scale with dimensions and must show: <ul style="list-style-type: none">• Floor plan of all buildings• Building elevation, including building materials, colours and finishes• For flood prone land the finished floor level must be shown• Drainage plans• Landscape plan

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*.