

## Checklist for

# Development of one dwelling (Clause 54)



Merri-bek  
City Council

This checklist applies to applications to construct or extend one dwelling on a lot where the lot size is less than 300 square metres. A development must, amongst other matters, meet the requirements of Clause 54 (ResCode) of the Merri-bek Planning Scheme. Other planning scheme controls may affect your proposal. Please check the planning scheme requirements before submitting an application by visiting the Department of Transport and Planning website, [www.dtp.vic.gov.au](http://www.dtp.vic.gov.au), or attending the City Development Branch enquiries counter at the Merri-bek Civic Centre.

## Pre-application meetings

Council encourages applicants to meet with the City Development Branch before lodging an application. These meetings are designed to advise applicants whether proposals are generally consistent with the Merri-bek Planning Scheme before they are lodged. Planning staff will also aim to assist applicants to become fully aware of the standard and extent of documentation they are required to provide in order to reduce or avoid the need for Council to request further information.

- You need to register first as a user with Council Online Services before you can submit a planning permit application online.
- Once you are a registered user, sign in and lodge a planning permit application.
- As part of the online application process, pay the fee online with Visa or MasterCard.

To know more please visit [www.merri-bek.vic.gov.au](http://www.merri-bek.vic.gov.au)

## Information required with your application

All planning applications for one dwelling on a lot must include:

- A completed and signed application form.
- A legible, full and current copy of title showing

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For more information, call 9240 1111 to speak to a planning officer, visit Council's website, [www.merri-bek.vic.gov.au](http://www.merri-bek.vic.gov.au), or visit the Coburg Civic Centre at 90 Bell Street, Coburg.

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the search statement including details of any unregistered dealings. The title must be no older than 3 months and show all boundaries, easements and a full copy of any registered restrictive covenants on the land.

- The application fee.

## Set of plans

A set of plans are required. Plans must be fully dimensioned at a scale not less than 1:100. For the Neighbourhood and Site Description and Design Response plan an appropriate scale such as 1:200 must be provided. Plans should show:

- The title boundaries and dimensions of the site
- Extent of any proposed building demolition and structures to remain.
- Floor plans and all elevations of proposed buildings or works on the site (proposed alterations and additions to existing buildings to be highlighted).
- Floor plans for all levels dimensioning setbacks from all the title boundaries, finished floor levels and the location of buildings on adjoining properties.
- All elevations accurately depicting the slope of the land and indicating the differences between natural ground levels compared to proposed floor levels. The elevation plans need to show finished floor levels and the overall building height to Australian Height Datum (AHD) or a Reference Level (RL) that will not be affected during

## Car parking requirements

Clause 52.06 sets out requirements in relation to car parking. A dwelling is required to have 1 on site car parking space if it is a 1 or 2 bedroom dwelling and 2 spaces if it has 3 or more bedrooms. If you wish to vary these requirements your planning permit application will need to include this request. For more information, please contact the City Development Branch.

construction.

- Shadow diagrams at 9am and 3pm at the September equinox showing the shadow cast by the proposed development. Please note that additional shadow information may be required to assist in determining whether compliance with ResCode is achieved. Discuss this with the City Development Branch.

## Neighbourhood and Site Description

Under Clause 54.01-1, the application cannot be advertised until a Neighbourhood and Site Description is submitted and is approved in writing by the Responsible Authority as being satisfactory. The following information is required to be submitted as part of the Neighbourhood and Site Description Plan.

- A plan reference number, date and north point.
- In relation to the neighbourhood:
  - The built form, scale and character of surrounding development including front fencing.
  - Architectural and roof styles.
  - Any other notable features or characteristics of the neighbourhood.
- In relation to the site:
  - Site shape, size, orientation and easements.
  - Levels of the site and the difference in levels between the site and surrounding properties.
  - Location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site.
  - The location of boundary fences where these do not match the title boundaries.
  - The use of surrounding buildings.
  - The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres.
  - Solar access to the site and to surrounding

properties.

- Location of significant trees existing on the site and any significant trees removed from the site in the 12 months prior to the application being made, where known.
- Any contaminated soils and filled areas, where known.
- Views to and from the site.
- Street frontage features such as poles, service pits, street trees and kerb crossings.
- Any other notable features or characteristics of the site.

## Design Response

A Design Response to the Neighbourhood and Site Description as described by Clause 54.01-2 of the Moreland Planning Scheme. The design response must explain how the development's design:

- Derives from and responds to the Neighbourhood and Site Description.
- Relates to surrounding land and development. This must include correctly proportioned street elevations showing the development in the context of adjacent buildings. Generally, this should show at least 2 buildings either side of the proposed development.
- Meets the objectives of Clause 54.
- Responds to any neighbourhood character features for the area identified in a local planning policy or a Neighbourhood Character Overlay.

## Additional information

Please note that the planning officer assessing the application may require additional information, or may need to clarify the information that is provided with an application.

This document is provided for information purposes only and is a guide to the planning process. Statutory controls and planning processes are subject to change.

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