

Checklist 2 - Subdivide land into lots each containing an existing building or car parking space

Pre-application discussions: Was there a pre-application meeting? Who with and when?

<input type="checkbox"/>	Planning Officer:	Date: / /
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Information Requirements:

For all planning permit applications, the following **MUST** be provided:

<input type="checkbox"/>	A completed application form
<input type="checkbox"/>	Signed declaration on the application form
<input type="checkbox"/>	The application fee
<input type="checkbox"/>	Copy of title issued within the past 30 days and any registered restrictive covenant. The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'.

Accompanying information:

i The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

<input type="checkbox"/>	A copy of the relevant planning permit and approved plans for the development.
<input type="checkbox"/>	A copy of the occupancy permit or a certificate of final inspection for the development.
<input type="checkbox"/>	2 copies of a site layout plan drawn to scale and fully dimensioned showing:
<input type="checkbox"/>	The location, shape and size of the subject sites.
<input type="checkbox"/>	The location of any existing buildings, car parking areas and private open space.
<input type="checkbox"/>	The location, shape and size of the proposed lots to be created.
<input type="checkbox"/>	The location of any easements on the subject land.
<input type="checkbox"/>	The location and details of any significant vegetation.
<input type="checkbox"/>	The location of the approved stormwater discharge point.
<input type="checkbox"/>	Any abutting roads.
<input type="checkbox"/>	The location of any street trees, poles, pits and other street furniture.
<input type="checkbox"/>	Existing and proposed vehicle access to the lots.
<input type="checkbox"/>	Any loading bays and vehicle standing areas.

<input type="checkbox"/>	Any waste storage areas.
<input type="checkbox"/>	Any proposed common property to be owned by a body corporate and the lots participating in the body corporate.
<input type="checkbox"/>	If common property is proposed, an explanation of why the common property is required.
<input type="checkbox"/>	If the land is in an area where reticulated sewerage is not provided, a plan which shows the location of any existing effluent disposal area for each lot or a land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the <i>Environment Protection Act 1970</i> .
<input type="checkbox"/> Check the land is not located within any overlays.	

Seeking Advice Before You Apply

Different types of planning advice are available prior to lodging a planning application, depending on the nature, scale and complexity of the application:

- **Telephone advice** from a Statutory Planner – between the hours 8.15am and 5pm Monday to Friday contact: (03) 5320 5107.
- **Verbal advice** in person can be provided by a Statutory Planning Counter duty officer. To make an appointment telephone (03) 5320 5107 or simply visit the Planning Counter, Phoenix Building, Armstrong Street South – between the hours of 8.30am and 5pm Monday to Friday.
- **Pre-Application meeting** with a Statutory Planning Coordinator at Council's Phoenix Building. Pre-Application meetings are held on Tuesday, Wednesday and Thursday afternoons at Council's Phoenix Building. Simply telephone Statutory Planning on (03) 5320 5640 and the booking can be made over the phone. **Please note** a Pre-Application meeting can only be booked if you have concept plans of your proposal.
- **Heritage-only pre-Application meeting** – Meetings with Council's Heritage Advisor can be made by contacting Statutory Planning on (03) 5320 5640 to make an appointment.

Electronic Lodgement Service

eServices is Council's electronic lodgement service. This service allows customers to lodge planning permit applications via the internet. To access this service please go to the [Payments](#) section at www.ballarat.vic.gov.au and follow the links.

Disclaimer

Please note that this checklist is only for the standard information required for lodgement of an application. Additional information may be required after registration.

General Enquiries

If you have any further enquiries please contact Council's Customer Service Department on (03) 5320 5500 or visit the Phoenix Building, 25 Armstrong Street South, Ballarat between 8:30am and 5:00pm, Monday to Friday.