

Checklist 8 - Minor subdivision, minor buildings and works, painting or tree lopping in a Heritage Overlay

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

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

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"/>	2 copies of a plan drawn to scale and fully dimensioned showing:
<input type="checkbox"/>	The location, shape and size of the site.
<input type="checkbox"/>	The location of any existing buildings, including fences and trees.
<input type="checkbox"/>	The location, height and design of the proposed building or works including details of proposed materials.
<input type="checkbox"/>	Any buildings to be demolished
<input type="checkbox"/>	An elevation of the proposed building.
<input type="checkbox"/>	The size and design of any proposed sign, including details of the supporting structure and any proposed illumination.
<input type="checkbox"/>	A written description of the proposal including:
<input type="checkbox"/>	Any impacts on the significance of the heritage place.
<input type="checkbox"/>	How the proposal responds to any relevant local heritage policy set out in the scheme.

<input type="checkbox"/>	If lopping of a tree is proposed, the reason for the lopping, the extent of lopping and an arborist report.
<input type="checkbox"/>	The proposed colour schedule and nature of any materials and finishes.
<input type="checkbox"/>	A photograph of the area affected by the proposal including any building, outbuilding, fence, or tree which may be affected by the proposal.
<input type="checkbox"/>	A photograph of the subject site and adjoining properties along the street frontage.
<input type="checkbox"/>	If subdivision is proposed, the location, shape and size of the proposed lots to be created.
<input type="checkbox"/>	If a sign is proposed:
<input type="checkbox"/>	The location, size and design of the proposed sign on the site or building.
<input type="checkbox"/>	The location and size of existing signage on the site including details of any signs to be retained or removed.
 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.