**Planning Application Checklist**

Use this checklist as a guide to assist with lodging your planning permit application.

The amount of information required will vary depending on the location, scale and complexity of the proposal.

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| **Mandatory attachments:** |
| [ ]  Completed application form[ ]  Application fee – visit our website [current fee schedule](https://go.vic.gov.au/rcp3Vl)[ ]  Full copy of title and title plan, **produced in the last 3 months**, including any restrictions, covenants or section 173 agreements.Copy of title can be obtained from Land Victoria – visit [landata.vic.gov.au](https://www.landata.vic.gov.au/)[ ]  Site plan - showing boundaries, setbacks, location of existing and proposed buildings, drainage, native vegetation, easements, watercourses, access points, car parking areas.[ ]  Plans showing major elevations, floor plan, details of external materials and colours, etc.[ ]  Information on how the Murrindindi Planning Scheme requirements have been addressed.View the planning scheme [DELWP - Planning schemes online](https://go.vic.gov.au/LXg0sB)Find information on overlays and zonings -[Mapshare.vic.gov.au](https://go.vic.gov.au/F4but4) |
| **Further supporting information, if relevant to application:** |
| [ ]  Land Capability Assessment, or a plumbers report where appropriate - non-sewered land only.[ ]  Hours of operation/trading, services intended, equipment to be used, seating capacity if café or restaurant, existing liquor license information, loading and unloading facilities.[ ]  Landscaping and/or car parking plans[ ]  Cultural Heritage Management Plan (Aboriginal Heritage Act 2006)[ ]  Bushfire Management Statement, including a Bushfire Management Plan. |
| **Further information** |
| To assist in understanding the process and to ensure your application contains all the required information and supporting documents, we recommend a pre-application discussion with a member of our Planning unit; please call to discuss your proposal.If you require any assistance completing this form please contact Council on (03) 5772 0333 or via email at customer@murrindindi.vic.gov.au |