**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](mailto:customer@murrindindi.vic.gov.au) |