

Checklist for Planning Permit Application

New Building(s) & Works within the Heritage Overlay



The following information **MUST** be provided with a planning permit application for new building(s) and works within a Heritage Overlay:

Items required		Completed
1.	A planning permit application <u>Form</u> (completed, dated and signed)	
2.	A full current copy of <u>Title</u> for the land, including the map showing current ownership details, title plan (the Copy of Title must be clearly legible and no older than 90 days.) Titles can be downloaded at https://www.landata.online/ (fees apply)	
3.	Copy of registered covenants, restrictions or Section 173 Agreements if they apply to the land.	
4.	Copy of a fully dimensioned <u>Site Plan</u> drawn to a scale of 1:100 showing: a) Existing site features e.g. dwelling (s), outbuilding (s) b) Detail of all new proposed building (s) and works	
5.	Copy of fully dimensioned <u>Floor Plans</u> of proposed building(s) and works drawn to a scale of 1:100. Plans must include the layout of the existing building and any proposed extensions.	
6.	Copy of fully dimensioned <u>Elevations</u> of all proposed building(s) and works scaled at 1:100	
7.	Copy of fully dimensioned <u>Demolition Plan</u> showing all buildings and works proposed to be demolished in red – if demolition is proposed	
8.	Full colour <u>photograph</u> of the subject land/significant buildings or fences	
9.	Full material and <u>colour schedule</u> for proposed new buildings and works	
10.	The prescribed application <u>Fee</u>	

Please note that this is a standard checklist which provides documentation required for lodging an application. However, additional information may be required depending upon the planning controls affecting the land, nature and complexity of the proposal.

Contact		
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