

Plan Pac - Application for a Urban Subdivision Planning Permit

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

- An Application form completed and signed
- A full current copy of Title for the land showing the plan of subdivision
- The prescribed application fee
- Full copy of instrument and transfer if a registered restrictive covenant applies to the land

In addition to the information required above for all planning applications, the following should be provided:

- Fully dimensioned plans:**
 - 3 copies (A4 or A3) of fully dimensioned development plans drawn at a scale of 1:100 or 1:200 which include, as appropriate:
 - The boundaries and dimensions of the site
 - Adjoining roads
 - Lot layout including all reservations and easements
 - Existing conditions
- A Site and Context Description** (as described in Clause 56 in the planning scheme) you may use a site plan, photographs or other techniques and must accurately describe:
 - In relation to the neighbourhood:
 - Site shape, dimensions and size
 - Orientation and contours
 - Trees and other significant vegetation
 - The siting and use of existing buildings on the site
 - Street frontage features such as poles, street trees and kerb crossovers
 - Access points
 - Drainage infrastructure connections
 - Easements
 - Any significant natural features of the site, including drainage lines, watercourses, significant habitat and habitat corridors for the movement of fauna
 - Significant views to and from the site
 - Noise and odour sources or other external influences
 - Soil conditions, including any land affected by contamination, salinity or fill
 - Any other notable features or characteristics of the site
 - In relation to the surrounding area:
 - The pattern of subdivision in the surrounding area
 - Existing land uses
 - The siting and use of existing buildings on the adjacent properties
 - The location and type of significant vegetation
 - Street and footpath widths, material and detailing
 - Location, distance and characteristics of any nearby public open space
 - Direction and distances to shops, schools, community and recreational facilities
 - Directions and distances to public transport routes and stops
 - Direction and distances to existing neighbourhood, town and regional activity centres and major employment areas and their catchments
 - Existing transport routes, including freeways, arterial and sub-arterial roads and major roads

- Local street network
- Traffic volumes and movements on adjacent roads
- Pedestrian and cycle paths
- Any places of natural or cultural significance

A **written Design Response** (as specified in Clause 56 of the planning scheme) which must explain how the proposed design:

- Derives from and responds to the site and context description
- Meets the objectives of Clause 56
- Responds to any site and context features for the area identified in a local planning policy or Neighbourhood Character Overlay

The design response must include a correctly proportioned plan showing the subdivision in context with the adjacent area. If in the opinion of the Responsible Authority this requirement is not relevant to the evaluation of the application, it may waive or reduce the requirement. Contact and discuss this with the planning department (5871 9222) before submitting your application.

If the subdivision will create a new residential community, the plan should also show and explain:

- Proposed neighbourhood areas and centres
- Proposed commercial centres
- Proposed schools and community facilities
- Pedestrian catchments of proposed commercial and community facilities
- Proposed land used
- Proposed street layout and network including street types
- Mixture and distribution of lot sizes
- Proposed public open space
- Natural features to be retained
- Proposed urban water management network
- Proposed public transport routes
- Proposed bike paths
- Proposed staging of the subdivision