



# Kingborough

## Development Application Requirements

### An application for a permit is to include the following:

- a completed application for use or development;
- a full description of the proposed use or development;
- a full copy of a certificate of title (or a "Result of Search" issued by the Recorder of Titles), title plan and schedule of easements and/or Part 5 Agreement (if any) for the land on which the use or development is proposed;
- sufficient documentation to demonstrate performance in accordance with the relevant Scheme standards; and
- any fees prescribed by Council.

### A site analysis and site plan is to be provided with dimensions at a scale generally not less than 1:100 or such other scale acceptable to Council showing where relevant:

- the existing and proposed use(s) on the site;
- the boundaries and dimensions of the site;
- topography including contours showing AHD levels and major site features;
- natural drainage lines, watercourses and wetlands on or adjacent to the site;
- soil type;
- vegetation types and distribution, and trees and vegetation to be removed;
- the location and capacity of any existing services or easements on the site or connected to the site;
- existing pedestrian and vehicle access to the site;
- the location of existing and proposed buildings on the site;
- the location of existing adjoining properties, adjacent buildings and their uses;
- any natural hazards that may affect use or development on the site;
- proposed roads, driveways, car parking areas and footpaths within the site;
- any proposed open space, communal space, or facilities on the site;
- main utility service connection points and easements;
- proposed subdivision lot boundaries, where applicable.

Once your site plan is submitted, Council may request further information relating to the above matters where it is required to inform assessment of the application.



If it is proposed to erect buildings, a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200 is required that shows:

- the internal layout of each building on the site;
- the private open space for each dwelling;
- external storage spaces;
- car parking space location and layout;
- major elevations of every building to be erected;
- the relationship of the elevations to natural ground level, showing any proposed cut or fill;
- shadow diagrams of the proposed buildings and adjacent structures demonstrating the extent of shading of adjacent private open spaces and external windows of buildings on adjacent sites;
- materials and colours to be used on roofs and external walls.

For developments that require landscaping, a plan of the proposed landscaping that shows;

- planting concept;
- paving materials and drainage treatments and lighting for vehicle areas and footpaths; and
- plantings proposed for screening from adjacent sites or public spaces.

### **Assessment against Performance Criteria:**

Where an application involves the use of Performance Criteria for assessing compliance of use or development under either the Zone provisions or Code provisions, Council may request further information in support of the application.

### **Additional requirements for Code related issues:**

Some of the Codes contained within the Kingborough Interim Planning Scheme 2015 may require additional reports or information to demonstrate compliance with the provisions contained within the Code. These matters are listed under 'Application Requirements' at the beginning of each Code.

### **Use or development that affects adjacent land:**

Where use or development requires the carrying out of works across zone boundary or local government administrative boundaries, the proposal plan is to show the total use or development and how it is intended to integrate it across these boundaries.



## CHECKLIST

To minimise delays in processing the application, the following must be included at lodgement:

- Completed **Development Application** form
- Plans** x 1 (drawn to scale – **must** be either A3 or A4)
- Site Plan** (with contours and datum; including existing vegetation and any proposed removal)
- Full **Certificate of Title**
- Application **Fee**
- Full description of development and justification for any variation to standards.

