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Discuss your proposal with a planning officer

- Have you discussed your application with a planning officer?

The following information must be provided with all planning applications:

- A completed and signed planning permit application form;
- A full copy of title (including title plan) and details of any restrictive covenants, agreements or other restrictions on the title. This title must have been searched within the last month. Obtain a copy of the title by searching online at landata.vic.gov.au or by visiting the Land Information Centre at 570 Bourke St, Melbourne between 8.30am and 4pm, Monday to Friday;
- Application fee – see the fee schedule on the ‘Frequently asked questions’ page;
- A letter/submission detailing what is proposed and responding to the relevant provisions of the *Wodonga Planning Scheme* – see wodonga.vic.gov.au/planning-scheme; and
- Plans - see below for details of what is required.

Aboriginal cultural heritage sensitivity

- Provide a copy of the Aboriginal cultural heritage self-assessment if the property has cultural heritage sensitivity - see the Aboriginal heritage planning tool on the ‘These documents will help you’ page.

In addition to the information required above for all planning applications, the following needs to be provided when applying for a planning permit for multiple dwellings:

- A neighbourhood and site description (as described in clause 54 or 55 of the *Wodonga Planning Scheme*) using a site plan, photographs or other techniques that accurately describe:
- North point;
 - The built form, scale and character of surrounding development including front fencing;
 - Architectural and roof styles;
 - Any other notable features or characteristics of the neighbourhood;
 - Location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site;
 - The use of surrounding buildings;
 - The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within nine metres;
 - Site shape, size, orientation and easements;
 - Levels of the site and the difference in levels between the site and surrounding properties;
 - Solar access to the site and to surrounding properties;
 - Location of significant trees existing on the site and any significant trees removed from the site in the 12 months prior to the application being made, where known;

- Any contaminated soils and filled areas, where known;
- Views to and from the site;
- Street frontage features such as poles, street trees and kerb crossovers; and
- Any other notable features or characteristics of the site.
- A written design response (as specified in the planning scheme) which must explain how the proposed design:
 - Derives from and responds to the neighbourhood and site description;
 - Responds to state and local policies and strategies contained within the *Wodonga Planning Scheme*;
 - Meets the objectives and standards of clause 54 or 55 of the *Wodonga Planning Scheme* (as appropriate);
 - Responds to any neighbourhood character features for the area; and
 - Addresses the streetscape.
- Three copies (A4 or A3) of fully dimensioned site plans drawn at a scale of 1:100 or 1:200 which include, as appropriate:
 - The boundaries and dimensions of the site;
 - Adjoining roads;
 - The layout of the works/dwellings including dimensions and setbacks:
 - Open space areas (private and common);
 - Fencing;
 - Storage areas including waste bin storage; and
 - Car parking, bicycle parking and access ways.
- Fully dimensioned floor plans drawn at a scale of 1:100;
- Fully dimensioned elevation plans drawn at a scale of 1:100 including colour and materials of all buildings and works; and
- Landscape layout plan which includes the description of vegetation to be planted, numbers of plants, botanical and common name, maturity height of plants, the surfaces to be constructed and the materials to be used.

Note:

Further information may be required for certain proposals. Many properties in Wodonga are subject to planning scheme overlays. These overlays can include matters such as bushfire, environmental significance, vegetation protection and heritage.

An application must address the requirements of any overlays affecting the property. Review the *Wodonga Planning Scheme* (see wodonga.vic.gov.au/planning-scheme for further information).

The council encourages the submission of all planning information and plans on CD in PDF format, with three hard copy sets of accompanying plans and information.

For planning forms see the 'These documents will help you page' on the council's website.

If your application is not complete it will not be registered and a letter will be sent identifying information required to be provided.

You are encouraged to book a pre-lodgement meeting with a planning officer to have preliminary discussions concerning an application (please note planning officers are available by appointment only).

A planner is available in the office from 9am to 1pm, Monday to Friday, for appointments. After 1pm, they may be contacted by phone on (02) 6022 9300. You can make an appointment by phoning the community focus team on (02) 6022 9300 or you can book online at wodonga.vic.gov.au/book-planner.

A planning permit is often only one approval required from the council. Other permits may be required including:

- Building permit (the council does not issue building permits; these are issued through private building surveyors);
- Road opening permit (undertaking works within a council road reserve such as vehicle crossover or service connection); or
- Septic tank permit (from the council's environmental health team).