

**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](http://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](http://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 industrial use and/or development:

**Buildings and works**

- Three copies (A4 or A3) of fully dimensioned site plans drawn at a scale of 1:100 or 1:200 which include, as appropriate:
- North point;
  - The boundaries and dimensions of the site;
  - Adjoining roads;
  - Relevant ground levels;
  - Driveways, vehicle parking and loading areas, including individually marked and dimensioned vehicle parking spaces and proposed surfacing;
  - Setbacks of adjoining buildings;
  - The layout of existing and proposed buildings, and works identifying the intended use of the components of the building;
  - External storage and waste treatment areas, and screening proposed.
- Fully dimensioned elevation plans drawn at a scale of 1:100 including colour and materials of all buildings and works;
- Fully dimensioned floor plans drawn at a scale of 1:100 identifying the intended use of the components of the building; 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.

### Use of land

A written submission describing the following:

- The purpose of the use and the types of processes to be used;
- The type and quantity of goods to be stored, processed or produced;
- How excess land will be maintained;
- Hours of operation;
- Whether a works approval or waste discharge license is required from the Environment Protection Authority;
- Whether a license under the *Dangerous Goods Act 1985* is required;
- The likely effects, if any, on the neighbourhood, including:
  - Noise levels and any remediation proposed;
  - Air-borne emissions;
  - Emissions to land or water;
  - Traffic, including the hours of delivery and dispatch; and
  - Light spill or glare.

### Signage

Refer to the planning for advertising signage checklist on the 'These documents will help you' page.

### Waiver of car parking

Refer to the planning for a waiver of car parking requirements checklist on the 'These documents will help you' page.

#### 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](http://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](http://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).