

**In person:** 104 Hovell St, Wodonga, VIC 3690

**Phone:** (02) 6022 9300

**Post:** PO Box 923, Wodonga, VIC 3689 **Fax:** (02) 6022 9322 **Email:** [info@wodonga.vic.gov.au](mailto:info@wodonga.vic.gov.au)

**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.

Site, floor and elevation plans as appropriate must be provided, and include the following:

- Three copies (A4, A3 or A2) of fully dimensioned site plans drawn at a suitable scale (for example 1:100, 1:200 or 1:500) which include, as appropriate:
  - North point;
  - The boundaries and dimensions of the site;
  - Adjoining roads;
  - The proposed site configuration;
  - Proposed buildings and works including setbacks;
  - Site shape, size, orientation and easements;
  - Details of existing and proposed vehicular access to the site;
  - Effluent disposal areas;
  - Levels of the site and the difference in levels between the site and surrounding properties;
  - Location of existing buildings on the site and on surrounding properties;
  - The use of surrounding buildings;
- Three copies (A4, A3 or A2) of floor plans, fully dimensioned and drawn at a scale of 1:100 (if appropriate);
- Three copies (A4, A3 or A2) of elevation plans, fully dimensioned and drawn at a scale of 1:100 (if appropriate); and
- A land capability assessment (if on-site effluent disposal is required).

The quality and content of the information submitted will be assessed as part of the consideration of the application.

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).

**Note:**

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).