

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

Has the land been identified as having Aboriginal cultural heritage sensitivity? If yes:

- Has a *Cultural Heritage Management Plan* been prepared and provided?;
- A cultural heritage permit issued (provide a copy);or
- A cultural heritage agreement been entered into (provide a copy); and
- Provide a copy of the Aboriginal cultural heritage self-assessment if the property has cultural heritage sensitivity - see Aboriginal heritage planning tool on the ‘These documents will help you’ page.

In addition to the information required above for planning applications, the following must be provided when applying for a planning permit for urban subdivision:

A **site and context description** (described in clause 56 of 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; and
- 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 arterial, sub-arterial roads and major roads;
- Local street network;
- Traffic volumes and movements on adjacent roads;
- Pedestrian and cycle paths; and
- Any places of natural or cultural significance.

A written **design response** as specified in clause 56 of the planning scheme. This must explain how the proposed design:

- Derives from, and responds to, the site and context description;
- Responds to any site and context features for the area identified in a local planning policy or a neighbourhood character overlay;
- Responds to any relevant objective, policy, strategy or plan set out for the area in this scheme; and
- Meets the objectives of clause 56.

The objectives and standards that need to be met vary depending on how many new lots are being created as described below.

Number of lots	Objectives and standards
60 or more lots	All except clause 56.03-5.
16 to 59 lots	All except clauses 56.03-1 to 56.03-3, 56.03-5, 56.06-1 and 56.06-3.
Three to 15 lots	All except clauses 56.02-1, 56.03-1 to 56.03-4, 56.05-2, 56.06-1, 56.06-3 and 56.06-6.
Two lots	Clauses 56.03-5, 56.04-2, 56.04-3, 56.04-5, 56.06-8 to 56.09-2.

Fully dimensioned plans:

- Three copies (A4 or A3) of fully dimensioned subdivision 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 boundaries, dimensions and areas of the proposed lots;
 - Adjoining roads;
 - Lot layout including all reservations and easements; and
 - Existing condition.

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).