



Minimum information required to make a planning permit application

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 title by searching on-line at www.landata.vic.gov.au or by visiting the Land Information Centre at 570 Bourke Street, Melbourne between 8.30am and 4.00pm Monday to Friday
- Application fee – see the Fee Schedule on the *Planning Guides and Links* page
- A letter/submission detailing what is proposed and responding to the relevant provisions of the East Gippsland Planning Scheme – see the *Planning Guides and Links* page
- 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 *Planning Guides and Links* 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 (e.g. 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

Post applications to:

East Gippsland Shire Council
PO Box 1618
BAIRNSDALE VIC 3875

Email applications to:
feedback@egipps.vic.gov.au

Deliver applications to service centres:

Lakes Entrance
Mechanics Street
LAKES ENTRANCE VIC3909

Orbost
1 Ruskin Street
ORBOST VIC 3888

Omeo
Day Avenue
OMELO VIC 3898

Paynesville
55 The Esplanade
PAYNESVILLE VIC 3880

- 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)
- 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 East Gippsland are subject to Planning Scheme overlays. These overlays can include matters such as bushfire, erosion, environmental significance, vegetation protection, heritage etc.

An application must address the requirements of any overlay/s affecting the property. Review the East Gippsland Planning Scheme (see the *Planning Guides and Links* page of Council's website) for further information.

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 *Planning Guides and Links* page on 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).

If you have any queries or wish to book a pre-lodgement meeting, contact Council's Planning Department on 03 5153 9500 or visit Council Offices at 273 Main Street Bairnsdale, between 8.30am and 5.00pm Monday to Friday.

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

- Building Permit (Council does not issue building permits; these are issued through private building surveyors.), or
- Road Opening Permit (undertaking works within a Council road reserve i.e. vehicle crossover, service connection), or
- Septic Tank Permit. (from Council's Environmental Health Department)