

Moonee Valley City Council

All planning permit applications are to be submitted electronically using Council's [Online Lodgements Portal](#). Before you can use this service you must register an account, [which you can do here](#).



CHECKLIST FOR PLANNING APPLICATIONS

Construction and/or extension of a single dwelling or multiple dwellings on a lot (ResCode)

<p>For all Planning Applications the following <u>must</u> be provided with the below mentioned items:</p>	
<p>A recent copy of Title for the land (the search should be dated not more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and a copy of any restrictive covenant that may affect the land</p> <p><i>*(Certificate of Title may be obtained on-line at https://www.landata.vic.gov.au/ or by calling the Land Information Centre on 03-9194 0605)</i></p>	<input type="checkbox"/>
<p>A valid Metropolitan Planning Levy Certificate where the estimated cost of works for the proposed development exceeds the threshold specified by the State Revenue Office. For more information about the levy and obtaining certificates, please contact the State Revenue Office or phone 13 21 61.</p>	<input type="checkbox"/>
<p>The prescribed Application Fee</p>	<input type="checkbox"/>
<p>A minimum Garden Area requirement applies to all land in a residential zone with an area of 400 square metres or more. Refer to Clause 32.08-4 (General Residential Zone – Minimum garden area requirement) of the Moonee Valley Planning Scheme</p>	
<p>All construction and/or extension of a single dwelling or multi dwellings on a lot (ResCode) applications should be accompanied by the following:</p> <p><u>Note - It is strongly recommended that this information is prepared by a suitably qualified industry professional such as a Town Planner and that plans are drawn by an Architect, Building Designer or Draftsperson</u></p>	
<p>The following plans to be provided electronically in pdf format, at a scale of 1:100 or 1:200 and fully dimensioned (as applicable):</p>	
<ul style="list-style-type: none"> • A Neighbourhood and Site Description Plan and a Design Response Plan which appropriately documents the existing built form and character of the site and surrounding neighbourhood and how the proposal has responded to this context, in accordance with Clause 54.01 or 55.01 of the Moonee Valley Planning Scheme. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Proposed floor plan(s) clearly showing the proposed location of the buildings/extension and other structures on the site in relation to all title boundaries. <ul style="list-style-type: none"> ○ All floor plans should be oriented north and must show all information relevant to the Objectives and Standards of Clause 54.02-06 or 55.02-06 of the Moonee Valley Planning Scheme. ○ Proposed car parking arrangements in accordance with Clause 52.06 of the Moonee Valley Planning Scheme must also be shown where applicable. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Proposed elevation plan(s) clearly showing the length, width and height of the proposed buildings/extension and other structures. 	<input type="checkbox"/>

<ul style="list-style-type: none"> ○ Elevations must be provided for each interface of the proposed building (e.g. north, south, east, west and any internal sections). A streetscape elevation must also be provided showing the proposed building/s in context with two adjoining properties to either side of the site. ○ All elevation drawings must show all information relevant to the Objectives and Standards of Clause 54.02-06 or 55.02-06 of the Moonee Valley Planning Scheme. 	
<ul style="list-style-type: none"> • Shadow diagrams (at 9am, 12noon and 3pm at the September 22 Equinox) of the proposed buildings and adjacent structures demonstrating the extent of the additional shading to adjacent secluded private open space areas. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Details of finishes, detailing materials and colours of main external surfaces including roofs, walls, fences and garages resulting from the development (this may be shown on the elevation plans). 	<input type="checkbox"/>
<ul style="list-style-type: none"> • A Landscape plan, drawn by a suitably qualified professional, is required for multi-dwelling developments. Refer to our Landscape Plan Checklist for information on what should be included. 	<input type="checkbox"/>
The following written information:	
<ul style="list-style-type: none"> • A report outlining how the proposal complies with the relevant State and Local Planning Policy Framework clauses of the Moonee Valley Planning Scheme. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • A report outlining how the proposal complies with the relevant objectives and standards of Clause 54 or Clause 55 of the Moonee Valley Planning Scheme. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • An assessment of the proposal against the preferred character statement of the applicable Neighbourhood Character precinct of Council's Neighbourhood Character Guidelines. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • A STORM assessment report of the development in accordance with Clause 22.03-4 of the Moonee Valley Planning Scheme. This applies to all buildings and works applications with a floor area of 50 square metres or greater. Further information about STORM reports can be found at the Water Sensitive Urban Design section of Council's website. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • A Sustainable Design Assessment using BESS or another approved tool for assessing the sustainability of the development is required for applications for 3 or more dwellings on a lot in accordance with Clause 21.04-3 (Ecologically Sustainable Development) of the Moonee Valley Planning Scheme. Further information about ESD can be found at the Environmentally Sustainable Development section of Council's website. 	<input type="checkbox"/>

Please note this Checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.

Disclaimer:

**Other controls in the planning scheme may affect your proposal. Please check the planning scheme requirements before submitting a planning application by visiting the Moonee Valley City Council website at <http://www.mvcc.vic.gov.au/planning-and-building/planning.aspx> or contact Council's Statutory Planning Department between 8:30am to 5:00pm, Monday to Friday on 9243 9111.*