

### Medium Density Housing

The following information is required when lodging a planning permit application to build more than one dwelling on a property

An application without this information will not be accepted by Council

Checklist Item	Have you provided
<p><b>A completed application form.*</b></p> <p><b>This form can be downloaded from the <a href="#">Wyndham City Council Website</a></b>  <i>Remember it is against the law to give false and misleading information. You may receive a heavy fine and your permit may be cancelled.</i></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>A copy of the Title. *</b></p> <p>A full, current copy of the title of the property including any restrictions/covenants listed. A copy of this can be obtained from the <a href="#">Land Titles Office Website</a> or ph 8636 2456. Copies of Titles must not be older than 3 months.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>The appropriate fee.*</b></p> <p>A fee schedule can be downloaded from the <a href="#">Wyndham City Council Website</a></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>Information in an electronic form.</b></p> <p>Electronic forms include: applications lodged on SPEAR, CD's, emailed documents or USB drives. If information is not provided in an electronic form you may incur additional costs and delays.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>A site analysis plan in accordance with Clause 55 (ResCode) of the Wyndham Planning Scheme.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>A design response in accordance with Clause 55 (ResCode) of the Wyndham Planning Scheme, outlining how the design has responded to the site analysis plan and the objectives of Clause 55.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>An application for a residential development of four or more storeys must be accompanied by an urban context report and a design response in accordance with Clause 52.35 of the Wyndham Planning Scheme.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>A site plan drawn to scale showing:</b></p> <ul style="list-style-type: none"> <li>boundaries and dimensions of the site;</li> <li>the location of existing buildings and structures to be retained;</li> <li>the location of proposed buildings and structures;</li> <li>method of site drainage or stormwater management system, including legal point of discharge;</li> <li>details of fencing, driveways, pathways, and external storage;</li> <li>number and location of car spaces;</li> <li>location and dimensions of private open space;</li> <li>proposed access to the site and location of crossovers;</li> <li>existing vegetation to be retained.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>Floor plans drawn to scale showing:</b></p> <ul style="list-style-type: none"> <li>the layout of the buildings;</li> <li>the relationship of proposed buildings to existing buildings;</li> <li>the location and dimensions of walls, windows and doors;</li> <li>the proposed use of each room and area within the building;</li> <li>the floor area of each room.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>

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**Elevations drawn to scale showing:**

- the relationship of elevations to natural ground level showing proposed cut or fill;
- site levels, floor levels of all buildings, and building heights (at highest points);
- the height and length of walls;
- the dimensions of windows and their height above ground level;
- details of construction materials and external finishes.

Yes  No

Shadow diagrams of the proposed buildings and adjacent structures at 9am and 3pm at the September equinox.

Yes  No

**Landscape Plan**

A landscape plan prepared by a suitably qualified person must be submitted with your application. Consideration should be given to the use of indigenous plants. All landscape plantings and treatments need to be suitable for the specific climatic and soil conditions of Wyndham.

The landscape plan will show the following:

- a) Clearly drafted at a scale of 1:100 with a north point and legend
- b) Clear graphics to indicate trees (deciduous or evergreen), shrubs, ground covers, grass etc.
- c) Botanical and common name, pot size, quantity, planting density and size at maturity of all plantings
- d) Notated planting specification drawings
- e) Location of all surface treatments with materials and colours notated
- f) Location and construction details of all built features including buildings, fences, structures etc
- g) Mark all crossovers

Yes  No

**Council indemnification**

If part of your property, such as a balcony, overhangs Council owned land or other public land, a Section 173 Agreement will be required to address any projections over Council owned land. Please call the Planning Department on 8734-5463 to discuss these requirements in greater detail.

Yes  No

**Waste Management/Traffic Management**

There may be a requirement to provide a Waste Management Plan and a Traffic Management Plan for applications proposing five or more dwellings. These Plans are particularly important where common property is proposed to access the dwellings.

Yes  No

In some circumstances Council may not be able to provide on-site waste collection and a private waste collection service may be required.

Please discuss this requirement in more detail with a Town Planning Officer to determine whether you need to provide these Plans with your application and whether waste collection may be an issue for your proposal.

**Plans**

All plans must be accurately drawn with dimensions, contain a north point and drawn to an appropriate scale. If your plans are larger than A3, one hardcopy set is to be provided and one electronic set. Additional copies of the plans will need to be provided by you if requested or Council can have the plans copied at a charge per plan.

Please speak to a member of the Planning Department about your application if you are unsure about the appropriate requirement for plans.

**Advertising**

Your application may be required to be advertised in accordance with the *Planning and Environment Act 1987*. If Council deems this process necessary, then additional charges will apply. Your application will not proceed until the advertising fee is paid.

Any information submitted with planning permit applications will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the Planning and Environment Act 1987. If you have any concerns, please contact Council's planning department.

**Combined applications**

Applications for the use of the site, buildings and/or works, including signage, can be lodged in the one application. This can save time and money. If you would like to know how to combine different elements of your proposal into the one application please speak to a member of the Town Planning Department by calling 8734-5463.