

## Planning Application Single dwelling/extension

### Is this the right checklist for me?

This checklist is relevant to you if you need a planning permit for a single dwelling or an extension to a single dwelling. In some circumstances additional information to that outlined in this checklist may be required.

### Have I checked...?

This checklist can't duplicate the requirements of the Knox Planning Scheme (it would be far too long!). There are different design and application requirements for different areas within Knox, so please make sure you have checked the requirements of the zone, overlay/s and policies that are applicable to your property. The [Knox Planning Scheme](#) can be accessed online.

### Planning at Knox is now digital!

You can submit your planning application electronically through Council's Online Services portal. This will save you time and money, as you won't need to print out any plans and documents and you can pay your application fees online. It also means that you can track the progress of your application online. [You will need to Register to use this service.](#)

Rest assured, we will continue to support residents and businesses preferring to submit their applications in hard copy.

### What information do I need to submit with my application?

- A completed permit application form (not required for online lodgment)
- Permit application fee
- Copy of Certificate of Title, including title plan and any encumbrances, and a search receipt no older than 3 months
- A covering letter/submission describing the proposal, and whether any prior consultation has occurred with Council officers or neighbours
- Clear and properly drafted Site Layout and Elevation plans to a scale of 1:100 or 1:200 (see below)
- Metropolitan Planning Levy Certificate (see below)
- A copy of any approval to build over an existing easement from relevant authorities (if construction over an easement is proposed)

### Site Layout Plans

Fully dimensioned site layout plans drawn at a scale of 1:100 on a single plan. The plan must clearly show the following:

- Boundaries and dimensions of the site
- The location of proposed buildings
- The location and internal layout of any buildings or existing parts of a building being retained
- The location and layout of any proposed buildings or extension to an existing building with use of rooms labelled
- Setbacks of buildings from property boundaries
- Location of crossovers, driveways, pathways and vehicle accommodation (garages, carports, etc.)
- Location of all vegetation to be removed (to be shown with a dotted outline) and retained (to be shown with solid

- lines). Alternatively, these details may be shown on a landscape plan
- Location, materials and height of all boundary and any internal fences (with a statement as to whether these are existing or proposed)
  - Construction materials, levels (either through nominated spot levels or contours along the length to AHD) and widths of driveways
  - Finished site levels (particularly in private open space areas to AHD)
  - Finished floor levels of buildings and garages (to AHD)
  - Location, materials and heights of retaining walls
  - North point (preferably oriented to the top of the plan)
  - Development summary box (including details such as number of dwellings, site coverage, impervious area coverage, private open space per dwelling, car parking, etc.)
  - A plan reference name (eg site layout plan), reference number, version number, date of version, version update details including date and reason for update

## Elevation Plan

Fully dimensioned elevation plans drawn at a scale of 1:100 on a single plan. The plans must clearly show the following:

- All four sides (North, South, East and West) of all buildings proposed to remain or be constructed on the site (whether existing or proposed)
- Wall height from finished ground level for each building elevation
- Maximum building height from finished ground level
- A dashed line showing the proposed finished floor levels
- Details of construction materials and colours proposed to be used
- The sill height of any proposed raised sill or highlight windows dimensioned from the relevant floor level
- The depth of any proposed cut and/or fill
- Location, materials and heights of retaining walls
- A plan reference name, reference number, version number, date of version, version update details including date and reason for update

## Metropolitan Planning Levy

The Metropolitan Planning Levy (MPL) is applicable to any development application where the estimated development cost exceeds the threshold amount. The amount will be indexed by CPI for each subsequent financial year and will be published by the State Revenue Office.

Any application exceeding the estimated development cost must be lodged with a valid Levy Certificate issued by the State Revenue Office. Further information can be found via [www.sro.vic.gov.au](http://www.sro.vic.gov.au).

## Did you know?

**Advertising Fees** - If the proposal is likely to affect a neighbouring property or the character of the neighbourhood, Council may require the application be advertised. In these instances, advertising fees will apply.

## Contact

If you have any questions regarding preparing your planning application, please contact Planning Services on 9298 8125.