

Planning Application Multi Unit Development

Is this the right checklist for me?

This checklist is relevant to you if you are seeking to apply for a planning permit for two or more dwellings on a lot.

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.

What information do I need to submit with my application?

- Completed application form (not required for online lodgement)
- Permit application fee
- Copy of Certificate of Title, including title plan and any encumbrances, and a search receipt no older than 3 months
- Cover letter describing the proposal
- Neighbourhood & Site Description Plan (see below)
- Written Design Response (see below)
- Levels and Features Plan prepared by a Licensed Land Surveyor accurately showing the existing site levels to Australian Height Datum (AHD), contours at 0.20m intervals and features at a scale of 1:100
- A copy of each of the following (see below):
 - Site Layout plans
 - Elevation plans
 - Shadow Diagram plans
- An A3 sized copy of all submitted plans (not required for online lodgement)
- Either a Sustainable Design Assessment or Sustainability Management Plan in accordance with Clause 22.04 Environmentally Sustainable Development of the Knox Planning Scheme
- Any other application requirements specified in a schedule to the zone or overlay
- Metropolitan Planning Levy Certificate (see below)

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.

Neighbourhood and Site Description Plan

It is strongly recommended that the plan be drawn by a qualified land surveyor and applicants must provide a written declaration stating that the information provided is accurate. The plan must show the following:

- The direction of north
- Existing boundaries of the site, including the location and width of any easements
- Height, materials and condition of any existing boundary fences
- Location of any existing buildings or structures on the site
- Slope of the land
- Difference in height between the land and immediately adjoining properties
- Location of any existing trees on the site and any removed within the 12 months prior to the application being made
- Location of any existing vehicular access points
- The height of any walls on neighbouring properties built to the boundary of the site
- Location of any existing building or structure on an adjoining property located within 9 metres of the common boundary with the site, together with notation of any windows in these buildings/structures which face the site
- Location of any trees located on an adjoining property located within 9 metres of the common boundary with the site
- Location of any street frontage features immediately adjoining or in front of the site
- Any other notable features or characteristics of the site
- The general shape and form of neighbouring properties, which must extend to a minimum of 3 properties either side of and/or adjacent to the subject site
- The general location and the use of buildings on neighbouring properties
- A note as to the built form of buildings on neighbouring properties
- Height and materials of front fencing on neighbouring properties
- Characteristics of any nearby public open space (eg. playground, netball courts, football ovals, etc)
- Direction and distances on foot to local shops and public transport
- Any other notable features or characteristics of the neighbourhood
- The plan must have a reference number and date, and be drawn to recognisable scale

Written Design Response

An application must be accompanied by a written Design Response. The Design Response provides a commentary of how the design has been developed and how any identified constraints have been overcome. The Design Response must provide a description of the following matters:

- How the design has derived from and responded to the characteristics of the site and neighbourhood
- How the proposal meets the objectives and standards of Clause 55 of the Knox Planning Scheme where relevant
- How the proposal has responded in detail to zone and overlay requirements and relevant Council policies applying to the land

Site Layout Plan

A fully dimensioned site layout plan 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 existing and proposed buildings
- The internal layout of existing and proposed buildings
- Setbacks of buildings from property boundaries
- Setbacks of buildings from driveways where this is less than 1.5 metres
- Dimensions of private open space areas (width and length)

- Location of crossovers, driveways, pathways and vehicle accommodation (garages, carports, etc.)
- Location of bin storage areas and bin collection points
- Location of letterboxes and meter boxes
- 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)
- 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, Garden Area etc.)
- Location, materials and heights of retaining walls
- A plan reference name (eg site layout plan), reference number, version number, date of version, version update details including date and reason for update
- Detailed breakdown of garden area in accordance with Clause 32.08-4 of the Knox Planning Scheme, consistent with the definition in Clause 72. This should be detailed as a calculation with a plan showing how the calculation has been derived

Elevation Plan

A fully dimensioned elevation plan drawn at a scale of 1:100 on a single plan. The plan 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 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

Shadow Diagram Plan/s

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

- 9am shadow cast by all buildings (whether proposed or existing) at 22 September (equinox)
- 12 noon shadow cast by all buildings (whether proposed or existing) at 22 September (equinox)
- 3pm shadow cast by all buildings (whether proposed or existing) at 22 September (equinox)

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.

Did you know?

That some developments are affected by other issues which will impact the assessment process and the information required to be lodged. For example: Aboriginal Heritage, access to a main road, overlays such as flooding or tree protection. If your proposal is affected by these matters, please discuss with a planner prior to lodging your application.

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.

Landscaping and Drainage Plans - If Council decides to issue a planning permit for your proposal, the permit will include conditions requiring landscaping and drainage plans to be submitted to and approved by Council.

Contact

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