

Planning Application Subdivision of land

Is this the right checklist for me?

This checklist is relevant to you if you are seeking to apply for a planning permit to subdivide land (**and have NO existing development permit for the land**). Further information on the subdivision process can be found on Council's website.

SPEAR

All planning permit applications for subdivision are to be made through SPEAR. SPEAR is an electronic platform and is free to use. It is used by applicants, Council and Referral Authorities to manage subdivision applications. To find out more, visit: <https://www.spear.land.vic.gov.au/spear/>

What information do I need to submit with my application?

- Completed application form
- Permit application fee (see below)
- 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
- A Site and Context Description Plan (see below)
- A proposed plan of Subdivision (see below)
- Written Design Response (see below)
- An Arborist Report (if necessary, see below)
- Any other application requirements specified in a schedule to the zone

Permit Application Fees

If you lodge your application for Planning Permit through SPEAR, you no longer need to come in to Council to pay your application fees. Instead, these fees can now be paid through Council's Online Services portal. [You will need to Register to use this service.](#)

Council's Fee Guidelines are available on our website at www.knox.vic.gov.au/Planning

Site and Context Description Plan

A Site and Context Description Plan must be provided. 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 identify the following items:

- Site shape, dimensions, orientation and size
- The direction of north
- The location of any existing or proposed drainage or service authority infrastructure within the site
- The location of any existing or proposed drainage or service authority easements within the site
- The height, materials and condition of any existing boundary fences
- The location and use of any existing buildings or structures on the site. Details of buildings must show their exact location and form, internal layout and whether they are to be retained, removed or relocated
- The height of any walls built to the boundary of the site
- The slope of the land including differences in height between the land and immediately adjoining properties. N.B.

this can be illustrated through provision of spot levels in each corner of the site and drawing of contour lines at regular intervals across the site. The levels provided must be to Australian Height Datum (AHD)

- The location of any existing trees on the site and any removed within the 12 months prior to the application being made
- The location of any street frontage features immediately adjoining or in front of the site. N.B. These features will likely include such things as poles, pits, street trees, traffic islands and bus stops
- The location of any existing vehicular access points
- Any significant natural features of the site including watercourses, land subject to inundation, habitat and habitat corridors
- Significant views to and from the site
- Noise and odour sources or other external influences
- Soil conditions including any land affected by contamination, salinity or fill
- Any other notable features or characteristics of the site
- The general pattern and characteristics of surrounding subdivision
- Contours at suitable intervals
- The general location and the use of buildings on neighbouring properties. N.B. the plan must specify the setback of any existing buildings from the front property boundary. Detail must be provided for all lots abutting the site and for three dwellings in each direction on the same street.
- A note as to the built form of buildings on neighbouring properties. N.B. the plan must note the number of storeys, architectural style, roof form and materials of construction. If a photographic presentation is submitted (refer below) it would be preferable for the location of the photographs to be noted on the plan also. Detail must be provided for all lots abutting the site and for three dwellings in each direction on the same street.
- The location and type of significant vegetation within 9 metres of a common boundary with the site
- Street and footpath widths, material and detailing
- The location, distance and characteristics of any nearby public open space (eg. playground, netball courts, football ovals, etc)
- The direction and distance to local shops, schools, community and recreational facilities
- Direction and distances public transport routes and stops
- Direction and distances to existing neighbourhood, town and regional activity centres and major employment areas
- Existing and proposed major transport routes
- Local Street Network
- Traffic volumes and movements on adjacent roads
- Pedestrian and bicycle paths
- Any places of natural or cultural significance
- Any other notable features or characteristics of the neighbourhood

Subdivision Plan

A proposed Plan of Subdivision. All plans are to be fully dimensioned and at a clear and legible scale. The plans must clearly show the following:

- Boundaries, dimensions and sizes of proposed lots
- The location of any proposed public open space or other reserves
- The location of any proposed building envelopes
- Location of all vegetation to be removed (to be shown with a dotted outline) and retained (to be shown with solid lines)
- North point (preferably oriented to the top of the plan)
- Development summary box (including details such as number of lots, public open space areas, etc.)
- A plan reference name, reference number, version number, date of version, version update details including date and reason for update

Written Design Response

An application must be accompanied by a Written Design Response. The Design Response must provide a commentary of how the subdivision 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 56 of the Knox Planning Scheme where relevant
- How the proposal has responded in detail to relevant Council policies and overlays applying to the land

Arborist Report

An Arboricultural Report prepared by a qualified Arborist to detail the health and structure of significant vegetation on site and on abutting land within proximity of any proposed buildings and works. The report must also specify minimum setbacks of buildings and works to significant vegetation and any construction methods necessary to minimise any impacts on significant vegetation, to Australian Standards

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?

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 may include conditions requiring landscaping and/or drainage plans to be submitted to and approved by Council.

Certification Fees - Where an application for certification is made, fees are required. Please refer to the fee schedule available on Council's website.

Construction Fees - Where the subdivision requires construction of roads and/or drainage, fees are required. Please refer to the fee schedule available on Council's website.

Contact

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