

Planning Application Checklist

Minimum information required

Is this the right checklist for me?

This checklist outlines the **minimum** information required to lodge your application. Council's website contains more detailed checklists for multi-unit development, subdivision, tree removal and change of use.

If this minimum information is not received at the time of lodgement, your application **will not** be accepted and your application will be returned to you. The quality and content of the information submitted will not be assessed at lodgment and further information may be requested for particular land use and development proposals.

Lodging your application

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?

- ☐ 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
- ☐ Site layout, floor and elevation plans
- ☐ Either a Sustainable Design Assessment or Sustainability Management Plan in accordance with Clause 22.04 Environmentally Sustainable Development of the Knox Planning Scheme.

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.

Contact

If you have any questions regarding making a submission for a planning application, please contact Planning Services on **9298 8125**.