

Planning Application Checklist

Multi Dwellings

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 up to and including three storeys in height.

Have I checked...?

This checklist can't duplicate the requirements of the Knox Planning Scheme - it would be far too long!

Make sure you have checked the requirements of the zone, overlay/s that are applicable to your property. The [Knox Planning Scheme](#) can be accessed online.

In March 2025, ResCode was replaced with the Townhouse and Low-rise Code at Clause 55 of the Planning Scheme – this checklist has been updated to reflect the information required under the new Code.

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)
- ☐ Design Response (see below)
- ☐ Written Statement (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
 - Roof plan
 - Shadow Diagram plans
 - Breeze Path plan
 - Garden Area plan
 - Landscape plan
 - Stormwater Management plan
- ☐ An A3 sized copy of all submitted plans (not required for online lodgement)
- ☐ Any other application requirements specified in a schedule to an overlay
- ☐ Metropolitan Planning Levy Certificate (see below)

Neighbourhood and Site Description Plan

It is strongly recommended that this 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 built form, scale and character of surrounding development including front fencing.
- ☐ Site shape, size, orientation and easements.
- ☐ Levels of the site and the difference in levels between the site and surrounding properties.
- ☐ The location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site.
- ☐ The use of surrounding buildings.
- ☐ The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres.
- ☐ Solar access to the site and to surrounding properties.
- ☐ Location of existing trees 5 metres in height or greater, with a trunk circumference of 0.5 metres or greater at 1.4 metres above ground level, on the site.
- ☐ Any cut and filled areas of soil, where known.
- ☐ Street frontage features such as poles, services, street trees and kerb crossovers.
- ☐ The location of any existing domestic solar energy system on the roof of a dwelling, apartment development or residential building on surrounding properties.

Design Response

A design response to explain how the proposed design derives from and responds to the site description. The design response must include correctly proportioned street elevations or photographs showing the development in the context of adjacent buildings.

Written Statement

A written statement outlining which standards are met and which are not met. If a standard is not met, the written statement must include an explanation of how the development meets the corresponding objective having regard to the corresponding decision guidelines. You may use the Department of Transport and Planning's [template](#) for this purpose.

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:

- ☐ Title boundaries of the site with dimensions shown.
- ☐ The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres.
- ☐ The location of existing buildings on surrounding properties, including the location and height of walls built to the boundary of the site.

- ☐ Height of existing or proposed boundary fencing.
- ☐ Width and material of driveways.
- ☐ Street frontage features such as poles, services, street trees and kerb crossovers.
- ☐ The location of any existing domestic solar energy system on the roof of a dwelling, apartment development or residential building on surrounding properties.
- ☐ Site levels and contours at 0.2 metre intervals transferred from the survey plan.
- ☐ Setbacks of buildings from property boundaries.
- ☐ Detail of all landings and steps to all buildings.
- ☐ Proposed finished floor levels of dwellings and garages.
- ☐ Setback of any porch, pergola or verandah within the front setback.
- ☐ Length and height of any walls on or within 200mm of side or rear boundaries, or a carport on or within 1 metre of side or rear boundaries.
- ☐ As a table:
 - ☐ Site coverage (the proportion of the site covered by buildings) shown as square metres and a percentage.
 - ☐ The percentage of the street frontage to be used as accessways or car spaces.
 - ☐ Site area covered by pervious surfaces as an area and percentage.
 - ☐ Garden Area as defined by Clause 72 of the Knox Planning Scheme.
- ☐ If a crossover is proposed to be modified or constructed, the location of street trees including a dimensioned setback to trunk.
- ☐ If more than 10 dwellings – check dwelling diversity requirements.
- ☐ Setback of habitable room windows to the accessway or car parks where this is less than 1.5 metres.
- ☐ The total cumulative width of all site services within 3 metres of a street.
- ☐ Any screening or fences to screen site services, which must be no more than 25 per cent transparency.
- ☐ Type and location of lighting proposed to all external accessways and paths.
- ☐ Location of mailboxes for each dwelling (and can be communally located).
- ☐ Dimensions of the external covered area to each porch area.
- ☐ Area and dimensions of ground level private open space.
- ☐ Dimensions of bedrooms (not including a wardrobe) and living areas.
- ☐ Depth of any single aspect habitable room.
- ☐ Dimensions and area of outdoor clear space or light court for each habitable room window.
- ☐ The externally accessible storage space for each dwelling dimensioned with storage volume.
- ☐ Location of eaves, fixed horizontal shading devices or fixed awnings (as relevant), including depth.
- ☐ The location, area, depth and height of external bin storage for each dwelling or the location, area, depth and height of the shared bin storage area.
- ☐ If shared bin storage, the distance of the shared bin storage area to the kerbside collection point.
- ☐ If shared bin storage, a continuous path of travel between the shared bin storage area and each dwelling, indicating any steps and obstructions.
- ☐ If shared bin storage, the location of the tap for bin washing.
- ☐ The internal waste and recycling storage area for each dwelling, including depth and a calculation in cubic metres.
- ☐ The location of all mechanical plant for each dwelling (such as heating, ventilation and cooling units, mechanical car storage and lift facilities), and indicate whether a barrier is to be installed.
- ☐ Finished surface levels for all garden and hardstand areas to AHD.
- ☐ If private bin collection on the land is provided for, provide **swept path diagrams** to demonstrate the

waste collection vehicle can enter and exit in a forward direction.

First Floor Plan (if applicable)

A fully dimensioned first floor plan drawn at a scale of 1:100 on a single plan. The plan must clearly show the following:

- ☐ Title boundaries of the site with dimensions shown.
- ☐ The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres.
- ☐ The location of existing buildings on surrounding properties, including the location and height of walls built to the boundary of the site.
- ☐ The location of any existing domestic solar energy system on the roof of a dwelling, apartment development or residential building on surrounding properties.
- ☐ Dimensions of all first floor areas.
- ☐ Setbacks of first floor areas to all boundaries.
- ☐ Proposed finished floor levels.
- ☐ Details of screening proposed to balconies and/or habitable room windows, consistent with the details shown on elevation plans.
- ☐ The location of all mechanical plant for each dwelling (such as heating, ventilation and cooling units, mechanical car storage and lift facilities), and indicate whether a barrier is to be installed.
- ☐ The minimum and maximum breeze path for each dwelling, utilising ventilation openings approximately the same size, which must use different orientations of the dwelling.
- ☐ Ceiling height and depth for any single aspect habitable room.
- ☐ Area and dimensions of private open space.
- ☐ Dimensions of bedrooms (not including a wardrobe) and living areas.
- ☐ Location of eaves, fixed horizontal shading devices or fixed awnings (as relevant), including depth.

Garden Area Plan

A garden area plan to detail how garden area is provided in accordance with Clause 32.08-4 of the Knox Planning Scheme, consistent with the definition in Clause 73.01. The plan must include a calculation of the total garden area, and which areas are included and excluded from the total.

Roof Plan

A fully dimensioned roof plan drawn at a scale of 1:100 on a single plan. The plan must clearly show the following:

- ☐ All roof areas.
- ☐ All existing or proposed obstructions on the roof of the dwellings.
- ☐ The location of heating and cooling units for each dwelling.
- ☐ An area shaded and dimensioned to be used for solar energy installation for each dwelling. The total area needs to be nominated in square metres.
- ☐ The location of all mechanical plant for each dwelling (such as heating, ventilation and cooling units,

mechanical car storage and lift facilities), and indicate whether a barrier is to be installed.

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:

- ☐ Correctly drawn having regard to site levels and contour detail provided by the survey plan.
- ☐ Maximum building height for each dwelling.
- ☐ An east, west, north and south elevation for each dwelling or building.
- ☐ Height of porches, pergolas or verandahs.
- ☐ Diagram B2-3.1 or Diagram B2-3.2 as relevant to demonstrate compliance with side and rear setbacks.
- ☐ Sill height of habitable room windows that are located within 1.5 metres to the accessway or car park.
- ☐ Floor to ceiling heights.
- ☐ Height of floor level about natural/finished surface level where this exceeds 0.8m.
- ☐ Wall height from finished ground level for each building elevation.
- ☐ A dashed line showing the proposed finished floor levels.
- ☐ The depth of any proposed cut and/or fill.

Breeze Path Plan

A breeze path plan showing the minimum and maximum breeze path for each dwelling, utilising ventilation openings approximately the same size and using different orientations of the dwelling.

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/10am/11am/12noon/1pm/2pm/3pm shadow cast by all buildings (whether proposed or existing) at 22 September (equinox).
- ☐ The location of secluded private open space of surrounding properties within 9 metres.
- ☐ The location of existing buildings on surrounding properties.
- ☐ The area and dimensions of secluded private open space on adjoining properties that is not overshadowed by the proposed development. (if it appears less than the minimum or may not comply).
- ☐ A shadow diagram plan (in three dimensional form) to demonstrate whether overshadowing will impact the existing domestic solar energy system on the adjoining property between 9am and 4pm on 22 September.

Stormwater Management Plan

A fully dimensioned Stormwater Management Plan drawn at a scale of 1:100. The plan must clearly show the following:

- ☐ The site area covered by pervious and impervious site areas and total percentages.
- ☐ Stormwater flow connected to a legal point of discharge.

A certificate generated from a stormwater assessment tool including Stormwater Treatment Objective – Relative Measurement (STORM) or Model for Urban Stormwater Improvement Conceptualisation (MUSIC) to demonstrate the performance objectives for stormwater quality specified in Standard B5-1 are met.

Stormwater information such as the location of the Legal Point of Discharge and permissible site discharge rates (PSD) can be obtained by requesting a [Stormwater Information Report](#) from our Stormwater Team.

Landscaping Plan

A fully dimensioned Landscaping plan drawn at a scale of 1:100. The plan must clearly show the following:

- ☐ Retention and planting of canopy trees.
- ☐ Planting of other vegetation including location, species, number and size at maturity of vegetation, including at least one new or retained tree in the front setback and the rear setback.
- ☐ Areas of deep soil and root barriers.
- ☐ Irrigation system to support existing and planted vegetation including details of any alternative water supply sources.
- ☐ Selection of vegetation that responds to the site's environment and geographic factors.
- ☐ A plan showing the location of site services, clothes drying and storage.
- ☐ A table for existing trees proposed to be retained to indicate the following that each tree:
 - Has a height of at least 5 metres.
 - Has a trunk circumference of 0.5 metres or greater at 1.4 metres above ground level.
 - Has a trunk that is located at least 4 metres from proposed buildings.
- ☐ Demonstrate that minimum canopy cover is met in accordance with Table B2-7.2 at Clause 55.02-7.
- ☐ Areas of deep soil for planting of small, medium and large trees in accordance with Table D2 of Clause 58.03-5.
- ☐ A summary table with the area of deep soil and number and size of canopy trees at maturity, or where the minimum number of trees is not provided, indicate how the alternative solution provides for equivalent canopy cover.

Arboricultural Report

If the site is affected by an overlay which protects trees and other vegetation, an arboricultural report should be prepared by a qualified Arborist and should inform your design response. The report must include the following:

- ☐ The details of the height, species, health and structure of vegetation on site and on abutting land within proximity of any proposed buildings and works.
- ☐ Specify minimum setbacks of buildings and works to vegetation.
- ☐ Any construction methods necessary to minimise any impacts on 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?

Some sites and development proposals are more complex than others – this can 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.

Pre-application Advice – Council offers a [pre-application service](#). You can apply on-line to have a Planner review your proposal and offer feedback and advice before you lodge your planning 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 may include conditions requiring landscaping and drainage plans to be submitted or amended to be approved by Council.

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. [You will need to Register to use this service](#).

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

Contact

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