

Document-preparation for landowners applying for a planning permit

Planning can be a complex space, and knowing how to prepare documents to support your application can be very confusing and if you have a consultant, it helps to know what they have to provide.

Strathbogie Shire Council's Planning Team will work in collaboration with applicants, and other parties who can provide technical, expert input, when a planning permit is required for use and/or development in the Shire.

This is a guide to either preparing your own application or what your consultant will have to do.

It advises the relevant documents and plans required to provide a prompt and thorough decision, identifying common complex applications in this Shire.

Non complex applications require at minimum a completed application form, an up to date copy of title, plans and a paid fee.

The Planning Team are very happy to assist you but are not consultants.

What are you or your consultant preparing a plan for?

Below are the most common that require supporting documents.



Dwellings and Outbuildings (domestic sheds) within the Bushfire Management Overlay (BMO)



Dwellings in the Farming Zone on lots less than the minimum lot size (40ha, 80ha, 100ha)



Proposed development in the Erosion Management Overlay (EMO)



Removing Native Vegetation

Dwellings and Outbuildings in the Bushfire Management Overlay (BMO)

Key words: Bushfire, Dwelling, Outbuilding, Defendable Space

A Bushfire Management Statement and plans addressing the requirements of Clause 44.06 and Clause 53.02 of the Planning Scheme - this may be varied dependent on the bushfire risk.

Relevant links for this type of application

- [Is my property in the BMO? - Vic Plan](#)
- [Country Fire Authority \(CFA\) BMO](#)
- [CFA Bushfire Management Plan templates and guidelines](#)
- [CFA bushfire management statements](#) (not required for outbuildings)
- [DELWP](#) – What is the BMO?

Documents required for ALL applications

- Refer to section 4.1 on the Getting Started Guide for the Minimum Planning Applications Requirements Checklist

Documents required for THIS type of permit application

- You will need a [planning permit](#) for this type of application – some exemptions apply
- Bushfire Management Plan
- Bushfire Management Statement (BMS)
- A Land Capability Assessment for the wastewater management may be required
- A Geotechnical Report assessing erosion and landslide risk may be required

When preparing your plans, DO ...

- Provide the appropriate and relevant documents that address Clause 13.02, Clause 44.06 and Clause 53.02
- Refer to the CFA website about applications in the Bushfire Management Overlay
- [Planning and Bushfire Management Overlay | CFA \(Country Fire Authority\)](#)

When preparing your plans, DO NOT...

- Forget that the relevant fire authority may require further information to be able to assess the full risk of bushfire in reference to your application
- Think that the risk is not a high priority for planning

Dwellings in the Farming Zone (on lots less than the minimum lot size)

Key words: Dwelling, Outbuildings, Productive Farming, Integrated Land Management Plan

An assessment that addresses the relevant policy and the Purpose of the Farming Zone and an Integrated Land Management Plan that sets out the proposed productive and sustainable farming activity and evidences why a dwelling is required to carry that out.

Relevant links for this type of application

- Book a pre-application meeting (email planning@Strathbogie.vic.gov.au)
- [Planning Information – Dwellings on small lots in the farming zone](#)
- [Plans, Policies, Strategies and Reports | Strathbogie Shire](#)

Documents required for ALL applications

- Refer to section 4.1 on the Getting Started Guide for the Minimum Planning Applications Requirements Checklist
- If your subject site is identified within the Rural Residential Strategy you may not be required to address the requirements in full – please talk with the Planning Team or refer to the document (link above 'Plans, Policies, Strategies and Reports').

Documents required for THIS type of permit application

- You will need a [planning permit](#) for this type of application – some exemptions apply
- Statement addressing the relevant policy and Farming Zone
- Integrated Land Management Plan
- A Land Capability Assessment for the wastewater management may be required
- A Geotechnical Report assessing erosion and landslide risk may be required

When preparing your plans, DO ...



- Provide the relevant report and ILMP as this forms an integral part of the assessment (if not identified in the Rural Residential Strategy)

When preparing your plans, DO NOT...



- Be vague about your proposal
- Exaggerate your plans for agriculture
- Propose land uses that could conflict with neighboring properties

Any Buildings and Works in the Erosion Management Overlay

Key words: Erosion, Landslide, Risk

A Geotechnical Report is required to assess the risk of erosion and landslide with regards to any buildings and works proposed on the land, (including but not limited to access, driveways, pads, tanks, sheds, cuts, any vegetation removal) that is within the Erosion Management Overlay.

Relevant links for this type of application

- [12 BEST Soil Testing in Euroa, VIC | Yellow Pages®](#)

Documents required for ALL applications

- Refer to section 4.1 on the Getting Started Guide for the Minimum Planning Applications Requirements Checklist

Documents required for THIS type of permit application

- Geotechnical Report by an appropriately qualified person.
- A Land Capability Assessment for the wastewater management may be required
- A Geotechnical Report assessing erosion and landslide risk may be required

When preparing your plans, DO ..

- Provide a site plan showing all intended works, buildings and any vegetation (not just native vegetation) removal.

When preparing your plans, DO NOT...

Native Vegetation Removal

Key words: Native Vegetation, Exemptions, Offsets

For any consideration of native vegetation removal, including dead, you will need to talk with the Planning Team first to find out if it is exempted from the need for the planning permit, whether it requires consent from other parties and what to provide for an application.

A Biodiversity Report is usually required that assesses the vegetation on site and that to be removed, and provides evidence of an offset to be purchased.

Removal of native vegetation is usually required for subdivisions and development and must be included in any application where it is proposed or impacted.

Relevant links for this type of application

- [Native vegetation removal regulations \(environment.vic.gov.au\)](https://environment.vic.gov.au)

Documents required for ALL applications

- Refer to section 4.1 on the Getting Started Guide for the Minimum Planning Applications Requirements Checklist

Documents required for THIS type of permit application

- A Biodiversity Assessment and evidence of an offset purchase

When preparing your plans, DO ..

- Ensure you use an appropriately qualified person to carry out the Assessment and provide evidence that an offset can be purchased.

When preparing your plans, DO NOT...

- Engage an Arborist, unless appropriately qualified, to carry out the Biodiversity Assessment.
- An Arborist may assist in identifying if vegetation is native, if it in an emergency, if it can be lopped to manage it, or if it requires removal, if they are not qualified to carry out the Biodiversity Report.