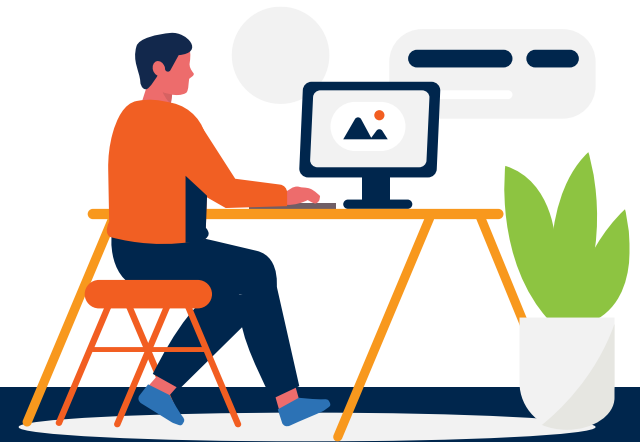


# Planning Applications: Getting Started Guide



## **Planning can be a complex space**

Strathbogie Shire Council's Planning team work to ensure that the built environment of our community maintains the character of Strathbogie Shire, while also aligning with our development guidelines.

**This Getting Started Guide** will take you step by step from when you first think about a project or improvement idea, through to submitting your application.

Council is here to provide advice and guidance so you can refine your plans and have a greater chance of a successful application. A little preparation up front goes a long way to helping us help you.



#### Notes and tips for using this guide.

- Allow plenty of time. Once we receive all the required information, it may take a minimum of 6-8 weeks to make a decision on your application.
- Some ideas seem simple, but can involve complexities related specifically to your property. This guide will identify key points at which to approach Council's expert planners for advice.
- While it looks like there are many steps involved in an application, some of these take just a few minutes to complete.

## Steps in this guide

**1** Find out if I need a planning permit

**1.1** Decide on my project or proposal.

**1.2** Identify if I need a permit

**1.3** Understand my property's context, and enable council to advise me if needed

**1.4 (Recommended)** Contact council for confirmation of permit requirements

**2** Learn how planning restrictions could impact my project

**2.1** Understand the planning process for my project

**2.2** Find out what I can and can't do on my property

**2.3** Check in with Council before any significant costs have been incurred or detailed drawings made

**3** Prepare a good quality application

**3.1** Confirm project scope and obtain title information to determine site boundaries prior to drawing anything up in detail

**3.2** Prepare my plans

**3.3** For Non-VicSmart applications: *(Optional)* Check in with Council before submitting my application

**3.4** General application requirements checklist

**4** Submit my application

**4.1** Review my information

**4.2** Submit my application



## 1 Find out if I need a planning permit

### Description

This stage guides you to think about your proposal and the outcomes you seek from it, undertake initial research to understand your options, and collect the information that council needs to be able to advise you of the applicable planning processes.

### Sub-steps

#### 1.1

Decide on my project idea

#### 1.2

Identify if I need a permit

#### 1.3

Understand my property's context, and enable council to advise me if needed

#### 1.4 (Recommended)

Contact council for confirmation of permit requirements

### 1.1 Decide on my project idea

The steps below will help you to:

- Define the outcomes you want from your project
- Understand the general options available to achieve these outcomes
- Be realistic about what is achievable in your context

- If you are new to the process, we highly recommend getting support from a planning professional.
- Research: get some background knowledge on similar projects and work that has been done in your area (e.g. Google search, take photos of similar things or save images to Pinterest).
- Start taking measurements of your property. Providing manufacturers with the correct dimensions early may help to avoid delays beyond your control.
- Review brochures and engage with companies (e.g. solar panel and AC companies) to find out what options are available to you.

**Tip:** Think about how your neighbours will feel. What will they see living next door, e.g. a big blank wall?

**Tip:** Have a go at sketching your idea

### 1.2 Identify if I need a permit

The steps below will help you to:

- Know whether or not you need a permit
- Know the next steps you need to take to progress your proposal

- Review Council's [general permit information](#).
- If you need a permit or are unsure, call or visit us, or book a check-in meeting (in-person or phone call).
- If you don't need a planning permit, you can proceed with your proposal without further involvement by Council. Please note, you may still need a building permit.

Note: if your proposal changes so that it no longer complies with the list of permit exemptions, you will need to return to complete the planning process.

**CONTACT COUNCIL**

For Council to advise whether you to need a permit, you will need to provide:

- Your address
- Photos / research materials of your idea
- Overview of your proposal

## 1 Find out if I need a planning permit

### Sub-steps

1.1 Decide on my proposal

1.2 Identify if I need a permit

1.3 Understand my property's context, and enable council to advise me if needed

1.4 (Recommended) Contact council for confirmation of permit requirements

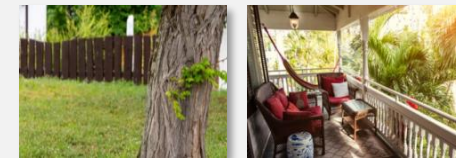
### 1.3 Understand my property's context, and enable council to advise me if needed

The steps below will help you to:

- Understand how your suggested proposal will impact your property
  - Understand if the proposal is likely to impact your neighbours, so that you can inform them of your intentions and reduce the risks of major changes required later
- 
- a. Take photo(s) of the area(s) affected by your idea, including any buildings, fences or trees close by that will be impacted.
  - b. Take photo(s) of the area(s) affected from street level. See example photos.
  - c. Obtain approximate measurements for your idea/project. See example photos.
  - d. For proposals that might be visible beyond your property and above the fence height, talk to your neighbours about what you want to do.
  - e. (Optional) Contact Council and ask to talk to the Duty Planner to receive advice on your idea, whether there are any other options available and the application process.

**Tip:** Photos need to be current and accurately reflect the part of your property that is being altered.

#### Example photos



**Tip:** The VicPlan tool contains your property's planning information on one page. It is a powerful tool and can take a few minutes to load.

### CONTACT COUNCIL

**REMEMBER, for Council to provide you with informed advice on whether you are likely to get a planning permit for your idea, based on planning policy, they will need information from you. Their advice to you will only be as good as the information you give them.**

- The address of the property (subject site).
- Photos / research materials of your idea including measurements, materials and colours.
- Photos of the area affected by the proposal including any building, outbuilding, fence or tree which may be affected by the proposal.
- Photo of the subject and adjoining properties along the street frontage (2 properties either side).
- Current copy of Title and Title Plan, which can be accessed via [Landata](#).

## 1 Find out if I need a planning permit

### Sub-steps

1.1 Decide on my proposal

1.2 Identify if I need a permit

1.3 Understand my property's context, and enable council to advise me if needed

1.4 (Recommended) Contact council for confirmation of permit requirements

### 1.4 (Recommended) Contact council for confirmation of permit requirements

The steps below will help you to:

- Be confident about whether or not you need a planning permit
- If a planning permit is required, consider what options are available to you (in other words, what works you could do without needing a planning permit)

In a check-in meeting, Council's planning staff will:

- a. Review your site photos and any diagrams you have sketched or downloaded and listen to your ideas.
- b. Confirm planning permit requirements based on the Strathbogie Shire Planning Scheme and the information that you have provided.

**Tip:** It's useful to check in with Council at the early stages of your project.

**REMEMBER,** for Council to advise whether you need a planning permit, you will need to provide them with the following:

- The address of the property (subject site).
- Photos / research materials to illustrate your idea.
- Photo of the area affected by the proposal including any building, outbuilding, fence or tree which may be affected by the proposal.

[CONTACT COUNCIL](#)

## 2 Learn how planning restrictions could impact my proposal

### Description

This stage helps you to understand the context and feasibility of your proposal for your property. Each property is different, it is important to obtain the right records so you can make adjustments to your proposal and have the information that council needs to be able to advise you of what you'll need for a successful submission.

### Sub-steps

**2.1**  
Understand the planning process for my proposal

**2.2**  
Find out what I can and can't do on my property

**2.3**  
Check in with Council before any significant costs have been incurred or detailed drawings made

### 2.1 Understand the planning process for my proposal

The steps below will help you to:

- Confirm the scope of your proposal
- Understand if you are eligible for a [VicSmart permit](#) (which involves simpler submission requirements)

- Confirm the idea to take forward.
- Review the document preparation guide for your proposal type.

[SEE DOCUMENT PREPARATION GUIDE](#)

### 2.2 Find out what I can and can't do on my property

The steps below will help you to:

- Identify and understand any planning restrictions applicable to your property
- Prepare for a check in with Council

- Get an aerial photo [download a free Property Report from [VicPlan](#). You can also get an aerial photo of your property from [Google Maps](#) and download your free property report [here](#).]
- Review your property's zoning and overlays.
- Identify colours and materials you might want to use.
- Call or visit Council, or book a **check-in meeting (telephone, in-person or videocall)**.

**Tip:** The [VicPlan](#) tool contains your property's planning information on one page. It is a powerful tool and can take a few minutes to load.

#### Example photos



**Tip:** for heritage buildings, review photos and colours on the "[What house is that](#)" document.

### CONTACT COUNCIL

#### For your Council check-in, you will need to provide:

- Your address
- Photos / research materials of your idea
- A photo of the area affected by the proposal including any building, outbuilding, fence or tree which may be affected by the proposal
- A photograph of the subject site and adjoining properties along the street frontage
- Approximate dimensions of what you would like to build/install
- Aerial photo (from Google Maps or VicPlan) that accurately reflects the current state of your property
- Property Report
- A basic drawing or hand sketch of your proposal



2

## Learn how planning restrictions could impact my proposal

### Sub-steps

2.1

Understand the planning process for my project

2.2

Find out what I can and can't do on my property

2.3

Check in with Council before any significant costs have been incurred or detailed drawings made

## 2.3 Check in with Council before any significant costs have been incurred or detailed drawings made

The steps below will help you to:

- Confirm any restrictions on how you might use your property
- Confirm any restrictions on how you might develop / extend your property
- Gain a better understanding of whether you are eligible for a VicSmart application.
- Gain a better understanding of what is expected of you, and whether you are capable of doing the drawings and collating all of the information, yourself, OR, whether it is better for you to get a professional to prepare your application on your behalf.

- a. Discuss the context, desired outcome of the proposal, options and further information needed.
- b. Discuss zoning and overlays.
- c. Check my if project is eligible to be a VicSmart application.

NOTE: If your property is in a heritage overlay, and has 'heritage restrictions', it is unlikely that your application will qualify as a VicSmart application.

## 3 Prepare a good quality application

### Description

This stage helps you to use the research and planning material you have gathered to prepare the drawings and documents that comply with planning restrictions for your property, and that are to the level of detail required by Council.

### Sub-steps

**3.1**  
Confirm project scope and obtain title information

**3.2**  
Prepare my plans

**3.3**  
For Non-VicSmart applications: *(Optional)*  
Check in with Council before submitting your application

**3.4**  
General application requirements checklist

### 3.1 Confirm project scope and obtain title information

The steps below will help you to:

- Make a final decision on scope of works proposed
- Obtain your certificate of title and official property site plan

- a. Confirm the scope of your project
- b. Obtain your property's Certificate of Title from [Landata](#) to determine site boundaries prior to drawing anything up in detail

**OBTAIN YOUR CERTIFICATE OF TITLE**

### 3.2 Prepare my plans

The steps below will help you to:

- Prepare plans to the level of detail required by Council
- Understand all of the required information is included in your application.

#### VicSmart eligible applications

If your project is eligible for VicSmart fast-track:

- a. Prepare the relevant documents listed in the VicSmart guide. You can see visual examples in the Document Preparation Guide.
- b. Proceed to submit your application.

**SEE DOCUMENT PREPARATION GUIDE**

#### Non VicSmart eligible applications

- a. Draw up plans/ elevation/ detail drawings using the photos and documents you have gathered. See examples in the Document Preparation Guide. If your project is more complex than expected and you are having difficulty meeting the standards of the Document Preparation Guide standards, we strongly recommend that you obtain professional support (e.g a surveyor, architect) to prepare your application.
- b. Select materials and finishes.
- c. Get professional advice from a planner or pre-application advice from one of our planners (by scheduling a Pre-Application Meeting) before lodging your application.

**Tip:** A complete and thorough application is likely to be processed faster with fewer delays

**Tip:** You can usually take measurements yourself for simple projects e.g. fences

**Tip:** For larger projects (e.g. first story extension) you might need to engage a drafts person or surveyor for measurements.

**CONTACT COUNCIL**

**CONTACT COUNCIL TO BOOK A PRE-APPLICATION MEETING**

**SEE DOCUMENT PREPARATION GUIDE**



## 3 Prepare a good quality application

### Sub-steps

**3.1**  
Confirm project scope and obtain title information

**3.2**  
Prepare my plans

**3.3**  
For Non-VicSmart applications: *(Optional)*  
Check in with Council before submitting your application

**3.4**  
General application requirements checklist

### 3.2 Prepare my plans (continued)

The steps below will help you to:

- Prepare plans to the level of detail required by Council
- Understand all of the required information is included in your application
- Prepare for check-ins and pre-application meetings with Council

It can be very helpful to organise a check-in or Pre-Application Meeting with Council prior to finalising and submitting your application.

- Review the Pre-application FAQs (*in the Appendix*)
- Complete the Pre-application meeting pre-questionnaire (*in the Appendix*)
- Book a Pre-Application Meeting

Pre-application process FAQ

Pre-application meeting pre-questionnaire

Contact Council to book a pre-application meeting

**For any Council check-in or Pre-Application meeting, you will need to provide:**

- Certificate of Title
- Written statement of your proposal
- Demolition plan
- Proposed site plan
- Aerial photo marked up with dimensions
- A photograph of the subject site and adjoining properties along the street frontage, with project dimensions
- Elevation plan
- Names and images of proposed materials, colours and finishes

**Tip:** It may be helpful to mark-up photos and create drawings by hand, or using easily available tools like Microsoft Word, Microsoft Paint.

**Tip:** You can email your preliminary documents to Council for initial advice, or you can book a pre-application meeting to check if they are on the right track.

### 3.3 For Non-VicSmart applications: *(Optional)* Check in with Council before submitting your application

The steps below will help you to:

- Confirm all of the required information is included in your application.
- Understand if your proposal is ready for submission, or if revisions are required.

- Discuss existing documents
- Confirm revisions required before submissions

### 3 Prepare a good quality application

#### Sub-steps

**3.1**  
Confirm project scope and obtain title information

**3.2**  
Prepare my plans

**3.3**  
For Non-VicSmart applications: *(Optional)*  
Check in with Council before submitting your application

**3.4**  
General application requirements checklist

### 3.4 General application requirements checklist

The steps below will help you to:

- Prepare your application to the level of detail required by Council
- Understand all of the required information is included in your application

a. All planning permits must adhere to the following requirements:

- A complete and recent copy of Certificate of Title for the site(s), which must contain:
  - The Registered Search Statement.
  - The title diagram (i.e. the Lodged Plan, Title Plan or Plan of Subdivision).
  - Any encumbrances other than a mortgage, like Covenants or Agreements under Section 173 of the Planning and Environment Act 1887. *Referred to as 'Instruments' on the Certificate of Title.*
- All plans are to be submitted in accordance with Section 47 of the Planning and Environment Act 1987.
  - Applications will not be accepted until all information required by the Scheme is submitted.
- A completed application form or online form, which must contain:
  - Site street address OR formal land description (matching the Certificate of Title)
  - Whether any encumbrances on Certificate of Title are breached
  - Details of the owner to match Certificate of Title
  - Where an application is for development, the estimated cost of the proposed development
  - If the permit applicant is not the owner of the land, a signed declaration that the applicant has notified the owner about the application
- All prescribed fees must be paid at the time of lodgement.
  - Payment of fees can be made at the final step of lodging your application. For more information about applicable planning fees, visit the Strathbogie Shire Council '[Planning fees](#)' document.
- A copy of all plans, elevations, and floor plan.
  - Plans must show existing and new buildings, floor levels, site levels, car parking, earthworks, and tree removal, if required.

**Tip:** The Certificate of Title is obtained from [LandData](#) – Council do not have access to Titles.

**Tip:** When you search your property in [LandData](#) you will receive two PDF files; please ensure you submit both.

### 3 Prepare a good quality application

#### Sub-steps

**3.1**  
Confirm project scope and obtain title information

**3.2**  
Prepare my plans

**3.3**  
For Non-VicSmart applications: *(Optional)*  
Check in with Council before submitting your application

**3.4**  
General application requirements checklist

### 3.4 General application requirements checklist (continued)

The steps below will help you to:

- Prepare your application to the level of detail required by Council
- Understand all of the required information is included in your application

b. Some applications may have additional requirements:

- Applications that include the use of land must include a description of the use, such as operating hours, number of staff, etc.
  - This may be easiest to include in an accompanying cover letter.
- Relevant background reports (e.g. arboricultural, heritage) must be commissioned and prepared to inform the subdivision layout plan.

**Tip:** If you are unsure if any reports will need to be submitted please contact the planning team.

c. Call or visit Council, or book a check-in meeting. A planning consultant can help you ensure you are submitting a high quality application.

[CONTACT COUNCIL](#)



## Submit my application

### Description

This is the final stage, which guides you to submit your application.

### Sub-steps

#### 4.1

Review your information

#### 4.2

Submit your application

### 4.1 Review your information

The steps below will help you to:

- Ensure your documents are ready for Council review
- Obtain a final check with Council

- a. Double/triple check before submission by using the checklist below. The items in this list must be provided by planning applicants when lodging an application. If any of the items on the list are not provided, Council will contact you before registering the application.

#### A complete and recent copy of Certificate of Title for the site(s), which must contain:

- The Registered Search Statement.
- The title diagram (i.e. the Lodged Plan, Title Plan or Plan of Subdivision).
- Any encumbrances other than a mortgage, like Covenants or Agreements. Referred to as 'Instruments' on the Certificate of Title.

#### Application plans to accurately reflect the proposal.

#### A completed application form or online form, which must contain:

- Site street address OR formal land description (matching the Certificate of Title)
- Whether any encumbrances on Certificate of Title are breached
- Details of the owner to match Certificate of Title
- Where an application is for development, the estimated cost of the proposed development
- If the permit applicant is not the owner of the land, a signed declaration that the applicant has notified the owner about the application

#### Council will request fees to be paid after documents have been lodged.

**Tip:** The Certificate of Title is obtained from [LandData](#) – Council do not have access to Titles.

**Tip:** Applications cannot be accepted until plans are submitted.

**Tip:** For more information about applicable planning fees, visit Council '[Planning fees](#)'.

- b. Call or visit Council, or book a check-in meeting. A planning consultant can help you ensure you are submitting a high quality application.

**CONTACT COUNCIL**

## 4

## Submit my application

### Sub-steps

## 4.1

Review your information

## 4.2

Submit your application

## 4.2 Submit your application

The steps below will help you to:

- Submit your application to Council
- 
- a. Send your application form and all required documents to:  
[info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au)
  - b. Council will contact you with confirmation of fees to be paid.

**SUBMIT APPLICATION**



## Appendices

1

Planning  
permit process  
overview

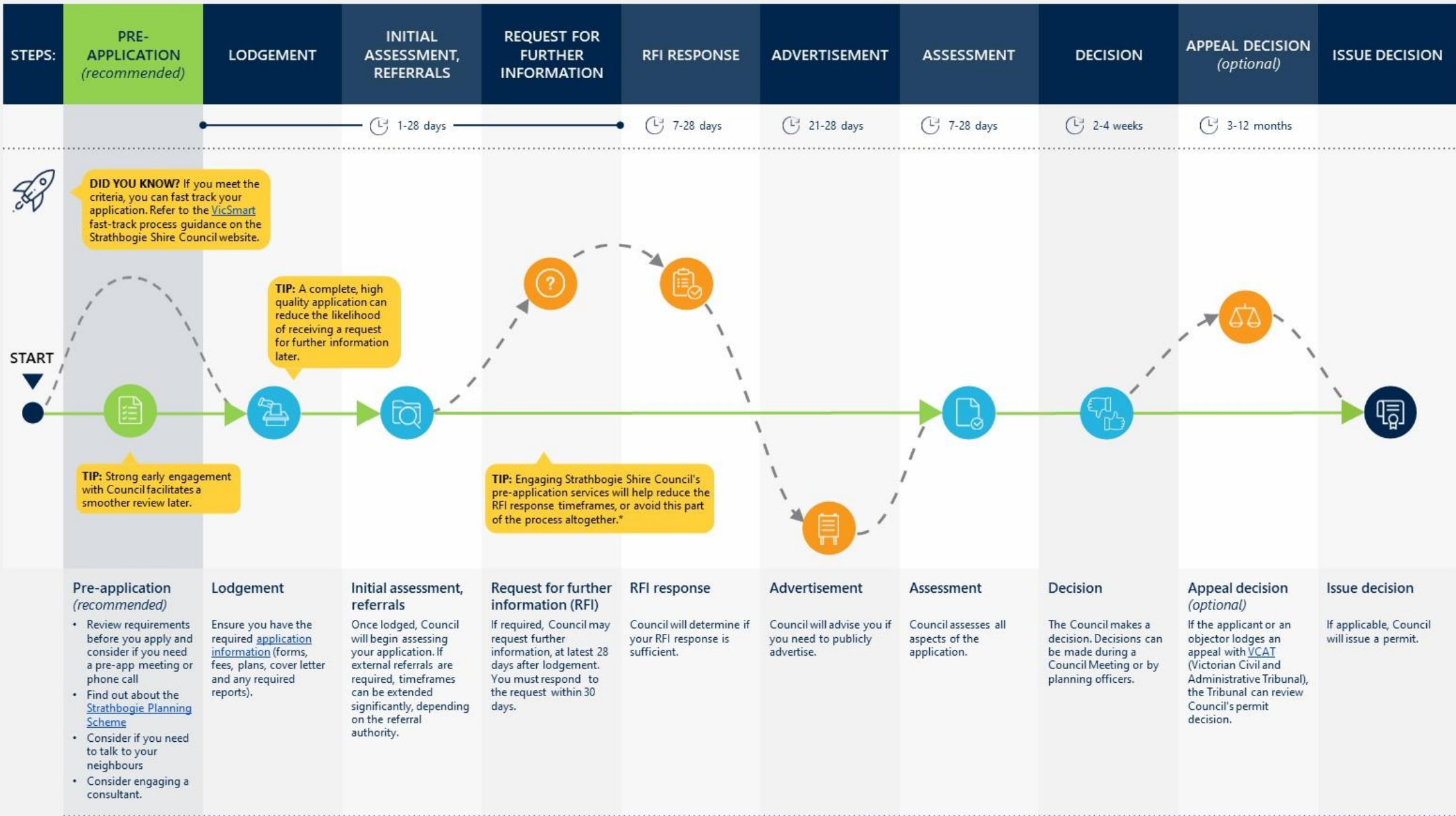
2

Pre-  
application  
process and  
meeting resources

3

Additional  
links and  
resources

# 1 Planning permit process overview



## LEGEND

- Mandatory step
- Only if applicable step
- Best case pathway
- - - Alternate pathway

### Indicative overall timeframes

Timings provided above, and total timeframes below, are a guidance based on how long most applications take at these stages. These timeframes vary based on application complexity and the level and quality of information prepared. Please note these timeframes do not include aspects of the application outside of planning (e.g. certification).

\*The RFI portion of the planning process is the most variable in terms of duration, spanning between 1.5 to 3 months, if required. This is due to the level of documentation that an applicant may be requested to produce to support their application at this stage.

### STRAIGHT FORWARD & COMPLEX APPLICATIONS

Once we have all the required information, it usually takes 6-8 weeks to make a decision. **Complex** applications, which may require referral, receive objections and appeals, will cause the application to take longer (up to 24 months). **Straightforward** applications, where there are no RFIs, referrals or objections, are usually processed within 1-6 months. Providing a high quality application will increase the likelihood of a faster application process.

## 2 Pre-application process and meeting resources

This document will help you to understand and prepare for the pre-application process, and to determine whether you will need a pre-application meeting with Council.

### Pre-application process FAQ

[Pre-application meeting pre-questionnaire](#)

[Contact Council to book a pre-application meeting](#)

## Pre-application process FAQ

### 1. What is the purpose of the pre-application process?

The pre-application process is a two-way conversation between you (the permit applicant) and Council's planning officers. This discussion is intended to provide you with a better understanding of Council policy. This process also provides our officers with a better understanding of your proposal. After the pre-application process, you should be clear on what Council expects and the upcoming planning assessment steps. We look forward to meeting with you to discuss your proposal.

### 2. What are the benefits to the applicant of the pre-application process?

From the pre-application process, you will receive:

- A clearer understanding of relevant planning policies and guidelines.
- Clarification on the planning assessment process.
- Merits-based advice to help refine your proposal prior to applying for a planning permit.
- A point of contact within the Planning team.

### 3. What does the pre-application process involve?

The pre-application process may involve an informal conversation with a planner over the phone or by email, or it may include a scheduled pre-application meeting with a planner to assess your plans and answer any questions you have in-depth. You should also look over the relevant linked webpages at the end of this document which may apply to your plans.

### 4. Who is likely to benefit from a pre-application meeting?

If you have no or limited experience with the planning system, please get in touch with the Planning team – planning can be complicated but we are here to help (refer Question 7 below).

Upon reviewing your request, planning officers will advise of next steps.

- For more straight forward matters you should expect a call and follow-up email.
- For more complex matters, we will arrange a pre-application meeting.

**A meeting will typically be required for these application types:**

- Three dwellings or more (with or without the subdivision of the land)
- Larger scale commercial and industrial developments (with or without the subdivision of the land)
- Significant alterations to a heritage building
- Complex schemes with a value of \$5 million or more



## 2 Pre-application process and meeting resources

### Pre-application process FAQ

Pre-application meeting pre-questionnaire

Contact Council to book a pre-application meeting

## Pre-application process FAQ (continued)

If your proposal is not in this group, then you probably don't need a meeting.

To make sure we have enough information, we prefer to receive these documents via email ahead of the meeting:

- A brief written summary of your proposal.
- A plan showing all relevant site opportunities and constraints.
- Detailed drawings, including dimensioned floor plans, elevations, and sections (as necessary).
- Where relevant, details of the current use of the land as well as the proposed use. This includes:
  - The nature of the use(s)
  - Operating hours
  - Number of employees
  - The anticipated car parking requirements and vehicle movements generated by the use/development. This includes staff and visitor parking, waste collection and delivery arrangements.
- The ESD/sustainability credentials of the use/development. This might include solar devices, water harvesting measures and bicycle parking facilities.
- Any other technical information relevant to your proposal. This might include the preliminary advice of a bushfire, environmental or land contamination consultant for example.

### 5. How long will the pre-application process take?

Where you don't need a meeting, a call returned within 2 days or email within 10 days of your request. The complexity of your request will determine the type of response provided.

Where a meeting is necessary, we will send an invite within 2 days of your request. Meetings will be held within 14 days of your request. The total process can take about 4 weeks (but it may save more time than that on your planning assessment).

### 6. What should I do to prepare for the pre-application process?

To help us give you the best advice, we encourage you to:

- Generate a Planning Property Report for your site (refer to <https://mapshare.vic.gov.au/vicplan/>). This shows all relevant planning controls
- With reference to the Planning Property Report, review the [Strathbogie Shire Planning Scheme](#), including all relevant controls and policies that apply

2

## Pre-application process and meeting resources

### Pre-application process FAQ (continued)

- The Strathbogie Planning Scheme has Local and State policies that our planning officers will discuss with you – they might be important for your proposal.
- Obtain a current copy of title for the land (refer to <https://www.landata.vic.gov.au/>). Any relevant restrictions are on the title. This will assist in understanding if encumbrances outside the planning process exist. These encumbrances could affect your proposal.
- Have a conversation with your neighbours – they will probably receive notice of the assessment, so it can help to gauge their thoughts. They might provide feedback on their own plans, trees they like protected, or other things you hadn't considered.

#### 7. Where do I start the pre-application process?

To start the pre-application process click [here](#).

#### 8. Who can I contact to find out more?

If this all sounds a bit scary, don't worry, our friendly staff can assist. Planning officers are available at the Statutory Planning counter (Euroa Head Office, Binney Street, Euroa VIC 3666 during business hours or Nagambie Customer Service, High Street, Nagambie VIC 3608 by appointment).

Planning advice can be obtained by emailing [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au) or by calling 03 5795 0000.

We look forward to hearing from you.

[Pre-application process FAQ](#)

[Pre-application meeting pre-questionnaire](#)

[Contact Council to book a pre-application meeting](#)

## 2 Pre-application process and meeting resources

This document will help to determine whether you are ready to attend a pre-application meeting and what you want to discuss during. Pre-application meetings can help you to submit a complete and high quality application which will most likely result in your application being decided upon quicker.

Pre-application process FAQ

**Pre-application meeting pre-questionnaire**

Contact Council to book a pre-application meeting

## Pre-application meeting pre-questionnaire

1. Do you have a title and plans/a sketch or other documents detailing your proposal?

Yes – please upload these documents and continue

No – please obtain and upload these documents before continuing the process. If you require assistance obtaining these documents, please contact the Statutory Planning Team on (03) 5795 0000 or email them via [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au).

2. How often do you use the statutory planning system?

Never/first time user (Go to Q. 4)

Occasionally (Go to Q.3)

On a regular basis (Go to Q.3)

3. Are you representing another party?

Yes (if possible, please bring your client to any meeting)

No

4. To assist our Officers to better understand what you want to obtain advice on at the pre-application meeting, please select from the following options (multiple options may be selected):

- The planning process
- A new building/works
- A new land use
- Alterations and additions to an existing building
- Heritage-related matters
- Subdivision, including boundary realignments
- Car parking
- Liquor
- Any other matter. Please specify \_\_\_\_\_

5. Are you aware of any particular restrictions that apply to your site? This might include by way of a restriction registered on title (typically listed as an 'Encumbrance' such as a 'Registered Restrictive Covenant')

Yes (Go to Q. 6)

No (complete lodgement )

6. What is the nature of this restriction(s)? \_\_\_\_\_



3

## Additional links and resources

The following links are to be used by planning officers in order to provide guidance to permit applicants with additional information following the pre-application meeting. Links should only be provided where relevant and at the discretion of the planning officer. These are not intended to be provided to applicants as standalone resources, but within the context and relevance of specific conversations and circumstances.

## Helpful links for further information about your planning application

[Planning and Environment Act 1987](#)

[Titles, covenants, and encumbrances](#)

[VicPlan](#)

[Planning and Subdivision Regulation](#)

[Do I need a planning permit and how to apply for one?](#)

[VicSmart](#)

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