Minor Subdivision or Construct a Building or Works in a Special Building Overlay

VicSmart is a streamlined planning permit process. This checklist can be used as an indicator for eligibility and application requirements.

Once this checklist is completed, please confirm the application prior to lodgement with council's VicSmart Planner either in person at 137 Mercer St, Geelong, or via email at statplanning@geelongcity.vic.gov.au

Applications **must** have all of the required documentation set out in this checklist when lodging. If you do not supply all the documentation or correct documentation, your application will not be accepted. You will be asked to re-submit at a later date once all the required information is prepared and ready.

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1. Has written consent and endorsed plans been supplied by the Council's Engineering Services Unit?

YES ☐ NO ☐

*If you answered yes, you are eligible to apply for a VicSmart application.

*If you answered no, your application is not eligible for VicSmart. You must first obtain approval and endorsement from the Council's Engineering Services Unit **prior** to lodging your application that is no older than 3 months at lodgement.

To gain the written consent and get the endorsed plans from Council's Engineering Services Unit, please complete the flood advice application on Council's website (You will need to tick VicSmart Consent).

-- PRE-APPLICATION MEETING -

Have you attended a pre-application meeting?	**YES** ☐ **NO** ☐
If yes, who attended the meeting? ..... **Date**.....	

- INFORMATION REQUIREMENTS -

For all Vic Smart planning applications the following MUST be provided:	**Provided**
A completed Vic Smart application form	☐
Signed and dated declaration on the application form	☐
A full current copy of Title for the land, including current ownership details, title plan and a full copy of any registered covenants, restrictions or Section 173 Agreements that apply to the land. *(The Copy of Title must be clearly legible and no older than 30 days.)* A copy of Title can be obtained from **www.land.vic.gov.au**.	☐
The prescribed application fee *(refer to fee schedule)*	☐
Written advice, including endorsed plans of the proposal and any conditions, from the relevant floodplain management authority demonstrating that the floodplain management authority has considered the proposal for which the application is made within the past three months and does not object to the granting of the permit for the proposal.	

- ACCOMPANYING INFORMATION -

*Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.	
1 copy of a plan drawn to scale and fully dimensioned showing:: • The boundaries and dimensions of the site. • The layout, size and use of existing and proposed buildings and works, including vehicle parking areas. • Setbacks between existing and proposed buildings and site boundaries • Natural surface levels of the site to Australian Height Datum (AHD) • Floor and surface levels of any existing and proposed buildings and works to AHD. • Cross sectional details of any basement entry ramps and other basement entries to Australian Height Datum, showing floor levels of entry and exit areas and drainage details. • If subdivision is proposed, the location, shape and size of the proposed lots to be created	☐

Queries

If you have any further queries, please contact the Statutory Planning Unit directly on the contact details below or visit 137 Mercer St, Geelong between **8:00am to 5:00pm**, Monday to Friday and ask to speak with a town planner.

Telephone: **(03) 5272 4456**

Email: **statplanning@geelongcity.vic.gov.au**