

Planning Permit Application Checklist			
<p>To ensure that we can process your application in a timely manner please read the checklist and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application, the Planning Department encourages you to arrange a pre-application meeting with a planner.</p> <p style="text-align: center;">What do I need to supply?</p>		Provided	N/A
	<p>Completed Application Form Are all required fields completed?</p> <ul style="list-style-type: none"> • Address, lot number, plan of subdivision • Cost of the development • Current land use • Who wants the permit – who is the contact? • Who owns the land/property? Is the declaration signed? 		
	<p>Full current copy of title (less than 100 days old), including any covenant section 173 agreement, building envelopes, easements if listed on title. Titles are available on line www.landata.vic.gov.au</p>		
	<p>A covering letter/written submission explaining the following:</p> <ul style="list-style-type: none"> • The purpose of the application and the types of activities which will be carried out • The likely effect (if any) on adjoining land • How the proposal complies with the Mansfield Planning Scheme • Any additional information you think is relevant to your proposal 		
	<p>Plans – drawn to scale A3 size showing:</p> <ul style="list-style-type: none"> • Boundaries, dimensions and area of the site, including adjoining roads, access to site, easements, relevant ground levels, contours, waterways and orientation. • Location of existing and proposed buildings including setbacks from boundaries • Existing vegetation to be removed and retained • Floor plans, elevations, materials and colours of proposed buildings 		
	Other information that maybe required		
	Land Capability Assessment (LCA) – Is a septic or treatment plant required?		
	Bushfire Management Statement - is the property in a Bushfire Management Overlay?		
	Vegetation Assessment (NVIM)		
	Traffic Impact Assessment		
	Cultural Heritage Management Plan (CHMP) – signed declaration if required www.aav.nrms.net.au/aavQuestion1.aspx		
	Fees – www.mansfield.vic.gov.au or phone 03 5775 8555		
	Zones and Overlays – Planning maps online http://services.land.vic.gov.au/maps/pmo.jsp		