



South Gippsland  
Shire Council

# Application Check List

## Farming Zone Dwellings

Applicants are requested to fill in this checklist and lodge it with their application. A correctly completed application will result in faster processing times in most instances.

When you have completed your checklist, sign below to verify you have included all the information necessary to determine your application. If you are lodging this application over the counter, staff from our Planning Department are available to assist at our Council Office at 9 Smith Street, Leongatha.

- An application form completed and signed.
- A current copy of title for the land, no more than 60 days old.  
A title can be ordered via the Internet on [www.landata.vic.gov.au](http://www.landata.vic.gov.au), or by visiting the Titles Office at Level 10, 570, Bourke St, Melbourne Victoria.  
For more information call (03) 8636 2456.  
NOTE: Both the Search Certificate and Title Diagram need to be submitted.  
NOTE: If the land is burdened by a registered restrictive covenant or Section 173 Agreement the application must be accompanied by a copy of the document.
- The application fee
- Three copies of all plans drawn at preferred scales of 1:100 or 1:200 (A4 or A3 in size), which include the following as appropriate:
  - setbacks from road frontages and property boundaries
  - the boundaries and dimensions of the site
  - adjoining roads
  - relevant ground levels/earthworks proposed showing the depth of cut and fill and natural ground levels and finished levels to be indicated on both the site plan and elevations of the building
  - floor and side elevations including height, colours and materials
  - proposed or existing accessways/driveways
  - the layout of existing and proposed buildings and works identifying the intended use of the components of the building
  - location of existing/proposed septic tank and effluent field
  - any vegetation existing on the site to be removed or retained
  - any other notable features on the site (e.g. waterway, dam)

a written statement which explains how the proposed dwelling responds to the decision guidelines for dwellings in the Farming Zone.

Thank you for completing this checklist to ensure that your application is processed as quickly as possible.

Applicant's name: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Date submitted: \_\_\_\_\_

