



South Gippsland
Shire Council

Application Check List

Removal of Vegetation

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.

Required Information:

- 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, or by visiting the Titles Office at Level 10, 570, Bourke St, Melbourne Victoria.
For more information call (03) 8636 2456.

NOTE: Both the Registered Search Certificate and the 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:
 - the boundaries and dimensions of the site
 - adjoining roads
 - relevant ground levels
 - existing native vegetation on the site to be removed or retained

Note: photographs of the subject vegetation are very helpful in the assessment of such applications

NOTE: If the property is located within the following overlays, ES05, ES06, ES07, EMO or LSI0, contours are required to be shown under the provisions of the Planning Scheme. Council suggests that contours are shown at a minimum of 1 metre intervals for the proposed development area and are included on the site plan. You are able to check your zone and overlays on the following website, <http://services.land.vic.gov.au/landchannel/content/addressSearch>

A written submission including the following information:

- A description of the native vegetation to be removed, including the extent and type of native vegetation, the number and size of any trees to be removed and if possible, the Ecological Vegetation Class of the vegetation.
- A written explanation of the steps that have been taken to:
 - Avoid the removal of vegetation, where possible
 - Minimise the removal of vegetation
 - Appropriately offset the loss of native vegetation, if required.
- Demonstrating consideration of the role of the native vegetation in conserving fauna and flora, protecting water quality and providing shade and shelter.
- Proposing methods to prevent land degradation, including soil erosion.
- Detailing planting on the land or maintenance of existing vegetation
- Details of fencing off such areas to exclude stock or vermin.
- Detailing how the vegetation will be disposed of once removed.

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

Applicant's signature: _____

Applicant's name: _____

Date submitted: _____

