



South Gippsland  
Shire Council

# Application Check List

## Extractive Industry Applications

### Before you apply to Council:

Contact the Earth Resources Section of the Department of State Development, Business and Innovation to determine whether your proposal requires a Work Plan or Variation to an Existing Work Plan under the Mineral Resources (Sustainable Development) Act 1990.

Some extractive industry is exempt from the need for a Work Plan but may still require a Planning Permit under the Planning and Environment Act 1987.

### Required Information:

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 Registered Search Statement 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

### **Statutory Requirements under Clause 52.09 of the Planning Scheme:**

- A copy of a work plan or a variation to an approved work plan that has received statutory endorsement under section 77TD of the Mineral Resources (Sustainable Development) Act 1990.
- A copy of the written notice of statutory endorsement under section 77TD(1) of the Mineral Resources (Sustainable Development) Act 1990.
- A copy of any conditions specified under section 77TD(3) of the Mineral Resources (Sustainable Development) Act 1990.

***If no work plan or variation to a work plan is required:***

Written advice from Department of State Development, Business and Innovation – Earth Resources confirming that no Work Plan or Work Plan Variation is required.

***Other Information to support an application for use and development:***

Written Statement addressing the following:

Description of the method of extraction including equipment to be used

Hours of operation

Number of staff to be employed

Estimate of the number and type of trucks using the site

The relevant decision guidelines of Clause 52.09 of the South Gippsland Planning Scheme for Extractive Industry. Clause 52.09 is available online at:

[http://planningschemes.dpcd.vic.gov.au/aavpp/52\\_09.pdf](http://planningschemes.dpcd.vic.gov.au/aavpp/52_09.pdf)

The relevant provisions of the Code of Practice for Small Quarries, if applicable.

The Code of Practice for Small Quarries is available online at:

<http://www.dpi.vic.gov.au/earth-resources/about-earth-resources/legislation-and-regulation/codes-of-practice/code-practice-small-quarries>

The likely effects, if any, on the neighbourhood including:

o noise levels and any remediation proposed

o airborne emissions

o emissions to land or water

o traffic, including the hours of delivery or dispatch

o light spill or glare

Details of the colour, design and location of any signage

*Three copies of 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

Name of adjoining roads

Contours and site levels demonstrating the natural slope of the land


Location of any waterways on the land

Extent and depth of the proposed extraction area including finished levels

Location and width of proposed buffer zones to adjoining land

The location and surface materials of existing and proposed driveways, parking areas and loading areas



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- Location and extent of any storage areas
  - Location, extent, and species of existing native vegetation including notes on whether the vegetation is proposed to be retained or removed.
  - Floor plans (identifying the intended use of the components of the building) and elevations including colours, materials and finishes of all proposed buildings

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: \_\_\_\_\_