



# Application Checklist

## Application Checklist for a Subdivision Planning Permit

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.
- ☐ Six (6) copies of Plans of Subdivision (A3 in size).
- ☐ A survey plan showing existing conditions and the area in square metres.
- ☐ a written statement explaining:
  - The purpose of the subdivision
  - The current use of the land
  - The area of each proposed new lot
  - How the proposal meets the objectives of Clause 56 of the Planning Scheme (available at [www.dse.vic.gov.au](http://www.dse.vic.gov.au)), including a site and context description and design response as required by Clause 56.

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: \_\_\_\_\_