Planning Permit Applications and Supporting Documentation

A planning permit application is usually required to be accompanied by several supporting documents. Below is a list of the documents that could potentially be required, a description about what they need to include and when they may be required. Please note that this is a guide only and the planning officer may request further detail or documents depending on the nature of the proposal.



What is it?	What does it need to include?	When is it required?
Application Form	The application form should be submitted through our Greenlight Portal and needs to include applicant and owner details, proposal summary, estimated cost of development and signature	Always
Copy of title (and plan of subdivision)	Full current title (less than 3 months old) including instruments, covenants and easements. Copy of Title Certificate and Title Plan from Landata. Must be less than 90 days old	Always
Site Plan	Existing and proposed buildings, setbacks, levels, vegetation, driveways and north point	Always
Planning Report	Overview of proposal, zoning and overlay context, policy response and an assessment against planning provisions	Always
Floor Plans	Room layouts, use of each space and overall dimensions	Required for all building works or use changes
Elevations	Building height, materials, design features, adjoining ground levels, cardinal directions (north, east etc)	Required for new buildings or external alterations
Sections	Vertical cross sections showing building height relative to natural ground	Required for sloping sites or complex buildings
Shadow Diagrams	Plans showing shadowing at 9:00am, 12:00pm and 3:00pm during the winter and summer solstice	Required for multi-dwelling or higher density proposals
Traffic Impact Assessment	If vehicle access, parking layout, traffic volumes, turning paths, parking demand	Required when access or parking reduction is proposed, or for large developments
Waste Management Plan	Bin storage, collection method, vehicle access, collection days and waste stream separation	Required for mixed use or commercial uses
Stormwater Management/ drainage report	WSUD measures, onsite detention, treatment details and drainage capacity	Required when new impervious surfaces or significant site works are proposed
Farm Management Plan	Number of livestock, crop rotation, carrying capacity of land, expected yields, labour requirements, inventory, business model	Required when proposing certain development in a rural zone.

Arborist Report / Tree assessment	Tree species, health, dimensions, retention value and protection measures	Required when removing or building near significant vegetation
Hydrology or Flood Impact Report	Flood levels, flow paths and mitigation measures	Required if site is within or near LSIO or FO
Landscape Plan	Planting Schedule, species, densities, irrigation and hardscape details	Required for multi-unit, industrial or commercial development
Bushfire Management Statement	Defendable space, water supply, construction standard and vegetation management	Required if site is within a Bushfire Management Overlay
Flora and Fauna Ecological Assessment	Habit mapping, species presence, vegetation quality, offset requirements	Required when native vegetation removal is proposed
Cultural Heritage Management Plan	Assessment of Aboriginal cultural heritage values and mitigation strategies	Required if the site is in an area of “Aboriginal Cultural Heritage Sensitivity” and the activity is “high impact”
Acoustic Noise Report	Noise Modelling, compliance with SEPP, mitigation recommendations	Required for noise-sensitive uses near intensive uses
Heritage Impact Statement	Assessment of heritage significance and impact of proposed works	Required if land or building is within the Heritage Overlay
Neighbourhood Character \ Urban Design statement	Streetscape context, design rationale, policy response, visual integration	Required for higher density residential developments
Materials and Finishes Schedule	External Materials, colours and textures	Required for most development applications
Servicing Report / Engineering services plan	Location of proposed water, sewer, power and stormwater connections	Required for new lots
Erosion and Sediment Control Plan	Measures to prevent soil loss, sediment runoff and pollution during works	Required for earthworks or development near waterways
Construction Management Plan	Site access, hours of work, dust and noise control, traffic management	Required for construction in constrained sites
Operational Management Plan	Details on operating hours, patron numbers, deliveries and noise management	Required for certain commercial uses
Signage details and elevations	Dimensions, colours, illumination type and placement of proposed signs.	Required for signage applications
Land Capability Assessment	Soil type, slope stability, wastewater capacity	Required for rural or unsewered areas
Public Landowner Consent	Letter with written consent from the public landowner or public land manager	Required if works are being undertaken in Public Land Zones