



PLANNING PERMIT APPLICATION LODGEMENT REQUIREMENTS CHECKLIST

The items in this list must be provided by planning applicants when lodging an application. If any of the items on the list are not provided, Council will contact you before registering the application.

<input type="checkbox"/>	A complete and recent copy of the Certificate of Title for the site(s), which must contain:
<input type="checkbox"/>	Registered Search Statement
<input type="checkbox"/>	Title diagram (i.e. the Lodged Plan, Title Plan or Plan of Subdivision)
<input type="checkbox"/>	Copies of any encumbrances like covenants or agreements – referred to as 'Instruments' on the Certificate of Title
<p>The Certificate of Title is obtained from Landata. Council do not have access to titles. When a Landata property search is complete, you will receive multiple PDF files – all files must be submitted with your application.</p>	
<input type="checkbox"/>	Application plans that accurately reflect the proposal
<p style="text-align: center;">Applications cannot be accepted until plans are submitted</p>	
<input type="checkbox"/>	A completed application form, which must contain:
<input type="checkbox"/>	Site street address <i>or</i> formal land description (matching the Certificate of Title)
<input type="checkbox"/>	Whether any encumbrances on Certificate of Title are breached
<input type="checkbox"/>	Details of the owner to match Certificate of Title
<input type="checkbox"/>	Where an application is for development, the estimated cost of the proposed development
<input type="checkbox"/>	If the permit applicant is not the owner of the land, a signed declaration that the applicant has notified the owner about the application
<input type="checkbox"/>	All prescribed fees to be paid at the time of lodgment
<p>Payment of fees can be made by phone, by mail or in person. Invoices can be provided on request.</p> <p>Applications will not progress until payment is made.</p> <p>For more information about applicable planning fees, see the Council's 'Fees and Charges' document on the Benalla Rural City Council website.</p>	