

## Part 8

# Planning scheme requirements

### Process for development applications

This section sets out the assessment process for consideration of planning permit applications within the Coburg Activity Centre, including the preferred design development approach; the permit application process, including formation of a multi-disciplinary team within Council; and detailed submission requirements for planning permit applications.

principles, requires a collaborative, interactive approach from the beginning of the design process. The design team approach for projects should reach beyond the traditional segregation of owner, designer/architect, builder and occupant into separate roles.

It is strongly recommended cross-functional professionals form part of the design team to provide a more



### Integrated design team approach

Critical to the success of Central Coburg 2020 and the achievement of built-environment excellence is a comprehensive, consultative assessment process. To ensure the realisation of key sustainable development and urban design objectives, Moreland City Council strongly advises and encourages ongoing consultation between design/development teams and Council officers from the earliest pre-application and conceptual design stages.

Achieving design and built-form excellence based on the integration of urban design and sustainable

comprehensive and sustainable design. This may include using architects and quantity surveyors who specialise in sustainable design, therefore incorporating, both literally and financially, ESD from the earliest concept, due to their awareness and knowledge of ESD issues and design techniques. This approach ensures ESD is not an add-on to project design or scope and is seen to be as fundamental to the development as the roof and walls of the building. Sustainability is the ultimate goal of an integrated design team approach.

The adoption of an integrated design team approach facilitates optimal outcomes including:

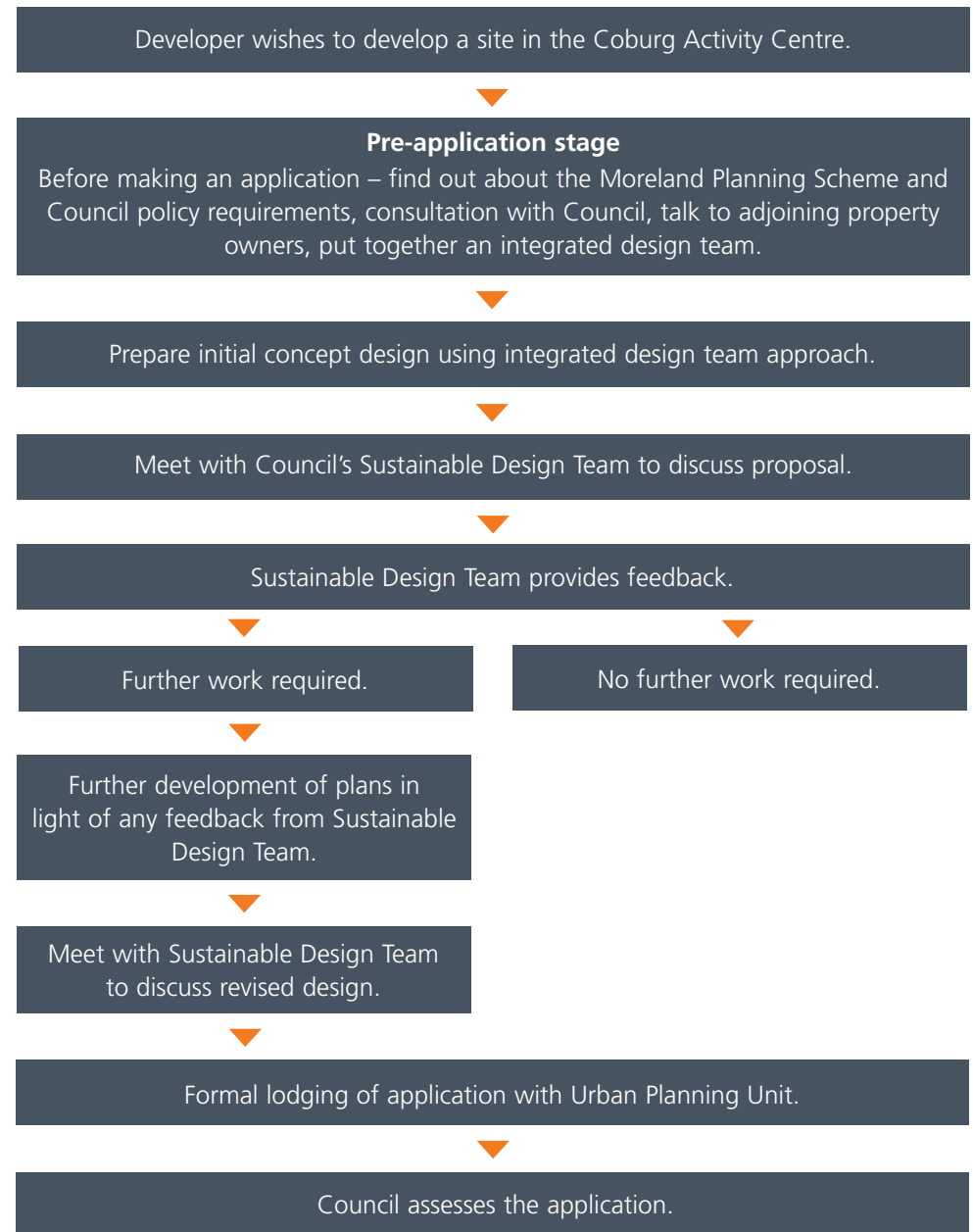
- comprehensive analysis in the early stages of the design process, which is likely to result in fewer changes and problems to be solved during the planning permit application process, construction and occupancy stages of the development
- increased capacity for innovation and development of ideas that push beyond the current boundaries
- more efficient use of resources
- high standards of environmental and urban design
- the creation of efficient, durable, resourceful, enjoyable and attractive buildings and developments.

### Application process

This section outlines the various stages of the planning permit process for applications received within the Coburg Activity Centre. An integrated design team approach, in conjunction with provision of appropriate information and consultation with Council throughout the process (including pre-design), is likely to assist in eliminating delays in the consideration and processing of the application or the application not being supported by Council during the process.

The assessment process is set out in Figure 8.1.

Figure 8.1. Application assessment process



## Sustainable design team

Moreland City Council supports an integrated approach to planning and design. To facilitate and promote the concept of open and innovative planning and design, and ensure the urban design and sustainability objectives are achieved, a Sustainable Design Team is to be established. This Sustainable Design Team will provide a centralised forum for Council and developers to work together towards achieving the urban design and sustainability principles of the *Central Coburg 2020 Structure Plan*, while adhering to the statutory planning framework objectives.

Council's Sustainable Design Team will comprise a multi-disciplinary team of Council officers including representatives from the Activity Centres Team, Urban Design, Sustainable Development, City Infrastructure, Urban Planning, Community Services, Leisure Services and the public art officer.

The principle roles of the Sustainable Design Team are to:

- provide guidance to prospective developers and design teams about what can be done with a site which they are interested in developing
- advise on the consideration of development proposals through the statutory planning process

- advise on and ensure the implementation of ecologically sustainable building design and construction practices.

The Sustainable Design Team is an advisory body authorised only to make recommendations to Council. It does not have the authority to approve or refuse planning permit applications or make policy decisions.

## Planning permit application checklist

The following checklist outlines the submission details required to accompany a planning permit application for the Coburg Activity Centre. A completed copy of this checklist should be provided with the submission to verify all of the information presented and to help minimise delays associated with further information requests.

### *Central Coburg application checklist*

- Completed Central Coburg application checklist
- Completed planning permit application form
- Relevant planning permit application fee
- Certificate of title and details of any covenants or Section 173 agreements (title search is to be no more than 14 days old)
- Three copies of scaled and fully dimensioned plans (see plan

details section at the end of this checklist for details of information to be included development plans)

- Full set of plans reduced to A3 size
- Feature survey plan.

### *Planning policy response*

Written statement that describes how the development is consistent with the *Moreland Planning Scheme* including:

- *Central Coburg 2020 Structure Plan* objectives
- State Planning Policy Framework (SPPF)
- Local Planning Policy Framework (LPPF), including the Municipal Strategic Statement
- Zones
- Overlays
- Particular provisions
- General provisions
- Reference and incorporated documents.

### *ESD response*

Three copies of relevant reports from Moreland's Sustainable Tools for Environmental Performance Strategy (STEPS) and/or the Sustainable Design Scorecard Non-residential environmental assessment tool (SDS) (as specified in Part 6 of this structure plan).

The ESD response must:

- demonstrate:
  - the application of current best practice principles
  - the use of emerging technology
  - a commitment to 'beyond compliance' throughout the construction period and subsequent operation of the building(s)
  - that the design elements, technologies and operational practices that comprise the Sustainability Management Plan can be maintained over time
- identify responsibilities and the schedule for implementation and monitoring.

The development plans forming part of the application must include appropriate notations to detail the implementation of the ESD response.

### *Urban design response* **Neighbourhood and site description**

Neighbourhood details:

- full extent of properties located within a 100-metre radius of the subject site
- in relation to the neighbourhood, where appropriate:
  - pattern of development of the neighbourhood

- built form, scale and character of surrounding development including architectural styles, front fencing and garden styles/landscape design
- identification of significant trees on surrounding properties, including species, height, spread and health of any trees that could be affected as a result of the proposed development
- front and side setbacks of surrounding buildings
- impact of the proposed development on the amenity of the adjoining and near-by properties
- location of secluded private open space and habitable room windows of surrounding residential properties with an outlook to the site
- solar access to surrounding properties
- any other notable features or characteristics of the neighbourhood
- existing landmark buildings views and links identified on the precinct plan.

#### Site details:

- in relation to the site as appropriate:
  - site shape, size, orientation and easement
  - access points, fences, boundaries, drainage and services

- levels of the site and the difference in levels between the site and surrounding properties
- existing buildings
- solar access to the site
- location of the vegetation existing on the site and details of species, height, spread and health
- any contaminated soils and filled areas, where known
- views to and from the site
- street frontage features such as poles, street trees, and kerb crossovers
- location and direction of public transport services and public open spaces within walking distance
- any other notable features or characteristics of the site.

An urban design response that identifies and assesses how the proposed development derives from and responds to the neighbourhood and site description and the various outcomes for the land sought by the scheme.

#### Design details:

- written response to the general and precinct-specific objectives and guidelines and precinct plan(s) of the *Central Coburg 2020 Structure Plan* to explain how the proposed development derives from and responds to the neighbourhood and site description with regard to:
  - building form
  - height



- setbacks
- massing
- materials
- streetscape character
- neighbourhood character
- activated street frontage
- heritage
- pedestrian links
- vistas
- access and car parking
- ESD
- safety
- access for all
- open space
- landscape
- public/private interface requirements
- identified key projects and urban initiatives outlined in the precinct plan

- written response to identify opportunities and constraints for development of the site:
  - shadow diagrams for the September equinox (and June solstice for sites which will overshadow the Victoria Mall) at 9am, noon and 3pm
  - wind effects statement
  - noise attenuation details
  - correctly proportioned street elevations showing the development in the context of adjacent buildings
  - three-dimensional coloured artists impression of the proposed development in the context of surrounding development

- sections of the proposed development at appropriate intervals
- sight lines from balcony edges
- details and plans of any signage where applicable
- landscape concept plans drawn to scale and indicating planting schedules, layouts and provisions for tree root guards, irrigation, drainage and other relevant landscape design features. For staged developments, the landscape concept plan should detail all landscaping works for each stage of development and permanent management and upkeep of landscape areas/treatments.

#### **Traffic impact response**

Three copies of a traffic impact study for the proposed development showing:

- number of car parking spaces including disabled spaces and parking allocation within the development site
- traffic generation from the proposed development and distribution detail for morning and evening peak hours
- existing traffic details
- where a reduction or waiver of car parking is sought, detail of the number of existing car parking

spaces including disabled spaces within a 400-metre walk of the site, and parking surveys to demonstrate the availability of on-street parking and any parking restrictions that apply

- traffic management during the development construction phase
- the impact of generated traffic on the existing road network
- parking generation rates and the estimation of demand and supply of parking facilities from development construction onwards.

#### **Waste management response**

Three copies of a waste management plan that details:

- how the development addresses the 'Towards Zero Waste Strategy'
- calculations showing how garbage, recycling and, if appropriate, green waste bin capacity requirements are determined for residential and commercial occupiers
- details of the location(s) and areas to be provided for the storage of the required number of bins, including details of any screening and ventilation if enclosed
- details of where recycling bins/containers are to be located to ensure recycling is encouraged
- details of how facilities are to be provided to ensure ease of

recycling for occupants

- whether the development will be using Council collection services or private contractors
- detail of bin collection areas
- detail of how bins are to be taken to and returned from the collection points, and who will be responsible
- the access route for waste collection vehicles, that avoids reversing movements
- details of the locations of any existing or proposed parking restrictions to be imposed to ensure safe stopping areas for collection vehicles engaged in the collection process.

#### **Smart building response**

Three copies of a management plan that details the technical measures to incorporate 'e-wiring' – broadband provisions – into the building design.

#### **Potentially contaminated land response**

For all developments that include a sensitive use (as defined in Ministerial Direction No.1 – Potentially Contaminated Land), a Certificate of Environmental Audit or a Statement of Environmental Audit indicating that the site is suitable for the proposed use should be provided.

The requirement for an environmental audit may be waived where it can be demonstrated to the satisfaction of the responsible

authority that the site has never been used for a potentially contaminating activity, or that other strategies or programs are in place to effectively manage any potential contamination.

For further assistance and information on potentially contaminated land refer to the Potentially Contaminated Land General Practice Note, June 2005 (Department of Sustainability and Environment and EPA Victoria).

#### **Disability access plan**

A Disability Access Plan must be prepared by a suitably qualified access auditor and must provide for, but not be limited to:

- percentage of dwellings providing access for all, including wider entry and internal doors, wider corridors, adequate circulation spaces, bathrooms and toilets (including hobless shower and reinforced walls for shower seat, grab rails, etc.)
- percentage of dwellings to be adaptable to provide access for all; i.e. already include wider entry and internal doors, wider corridors, bathrooms and toilets (including hobless shower and reinforced walls for shower seat, grab rails, etc.) but need to provide structure and space for future lift or stair lift

- percentage of dwellings to be visitable including wider entry and internal doors, wider corridors, bathrooms and toilets (including hobless shower and reinforced walls for shower seat, grab rails, etc.) and provision of essential facilities and rooms on ground or entry level (or provided on other level(s) with already available lift or stair lift)
- vehicular and pedestrian access into the building
- access to and from the lift
- provision of tactile indicators
- provision of braille indicators for the lifts
- use of contrasting paving or surface materials to assist the vision impaired
- emergency exits, particularly above the ground floor
- car parking.

#### *Plan details*

- Site area and number of dwellings
- Floor area of each use, occupancy, dwelling and other components of the building
- Building site coverage
- Area and dimensions of private open space for each dwelling
- Any area of public open space
- Site and floor plans to a scale of 1:100 to include:
  - boundaries and dimensions of the site
  - location and use of proposed buildings
  - mature trees to be retained or removed
  - location and setback of adjoining buildings
  - location and dimension of landscape areas
  - location of plant and other equipment
  - location of waste collection and other storage/delivery areas
  - proposed streets, access ways, car parking areas and footpaths within the site
  - existing contours
  - finished floor levels (to AHD)
  - spot ground levels (to AHD) at each corner of the site and proposed building(s)
  - entries and internal layout of proposed uses
  - area of private open space for each dwelling where applicable
- Roof plan including the location of all plant and services located on the roof
- Elevations to include:
  - north, south, east and west elevations of each proposed building
  - overall building heights (to AHD)
  - wall heights (to AHD)
  - dimensions between natural ground level and proposed finished floor levels
- proposed fencing details, including elevations of any front fence, and any fence to a common boundary with pedestrian links or public open space areas
- schedule and sample board of finishes, detailing materials and colours of main external surfaces including roofs, walls, fences and car park entrances/garages.