

Subdividing land in a residential zone

The purpose of this information sheet is to assist applicants in preparing a planning permit application for the subdivision of land in a residential zone.

Subdividing land in a residential zone must meet the requirements of clause 56 – *Residential Subdivision* of the Central Goldfields Planning Scheme. The residential zones include The General Residential Zone (GRZ), Low Density Residential Zone (LDRZ) and Township Zone (TZ) and Mixed Use Zone (MUZ). The zones specify the relevant standards and objectives of clause 56 to be met for the class of subdivision.

The following information is required when lodging a planning permit application for a subdivision in a residential zone:

	Item	Completed
1	A completed application for planning permit form	
2	A copy of the Certificate of Title including any covenants or agreements (produced within the last 3 months) - purchase a copy from https://www.landata.vic.gov.au/	
3	A copy of the relevant Title Plan/Plan of Subdivision as referenced on the certificate of title (produced within the last 3 months) - purchase a copy from https://www.landata.vic.gov.au/	
4	A site and context description as described in Clause 56.01-1.	
5	A design response as described in Clause 56.01-2, including the following: <ul style="list-style-type: none">• Response to relevant objectives, policy, strategies.• Clause 56 response.• A plan showing the layout of the subdivision in context with the surrounding area.	
6	Fully dimensioned subdivision plan at preferred scales of 1:100 or 1:200 including: <ul style="list-style-type: none">• The boundaries and dimensions of each lot.• Area of each lot (m²) including any common property areas.• Building envelopes (as required)	
7	A response to any other application requirements under the zone or any overlays affecting the land.	
8	For larger subdivisions, a traffic impact assessment may be required.	
9	Prescribed application fee	

Please note that this is a standard checklist which provides documentation required for lodging an application for a residential subdivision. However, additional information may be required depending on other planning controls affecting the land, the nature and complexity of the proposal and in some cases vegetation removal requirements.

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If a planning permit is issued for a residential subdivision, the permit will contain several conditions that will need to be addressed and complied with, these will normally include connections to services and works on the site for vehicle access and establishing stormwater discharge points.

Following the issue of a planning permit, the permit holder will need to engage a licensed land surveyor to draw up the formal plan of subdivision to be submitted to council for certification. Certification is the process of all referral authorities (internal and external) consenting to the layout and establishment of easements if required on the formal plan of subdivision. Once all consents and new street addresses have been obtained, council can certify the plan.

The final step in the process is having all referral authorities give consent for the works on the site, such as establishing new service connections (water, electricity, sewerage, drainage). Once all relevant consents are received and all permit conditions are addressed and complied with, council can issue the Statement of Compliance (SOC). The SOC allows the new plan to be lodged at the title's office, in order to have new titles issued for the newly created lots.

Other things to consider

Public Open Space Contribution

Where land is not set aside for open space, you may be required to pay an open space contribution to council.

Overlays

Planning overlays such as the Bushfire Management Overlay or Land Subject to Inundation Overlay will require additional information to be submitted with an application for subdivision, such as a Bushfire Management Statement or a plan with restrictions to mitigate flood risk.

For further information and guidance on the subdivisions please use the below link to the Department of Transport and Planning (DTP).

- https://www.planning.vic.gov.au/_data/assets/pdf_file/0032/97178/PPN40-Using-the-Residential-Subdivision-Provisions-of-Clause-56.pdf

For more information, please contact the statutory planning department on 5461 0610 or planning@cgoldshire.vic.gov.au.