

Removal of Native Vegetation

Application Planning Checklist

To apply for a Planning Permit for Removal of Native Vegetation, each of the following Checklist items must be included at the time of application to ensure prompt response times:

| Application Form & Fees | Completed Planning Application Form signed and payment of the prescribed fee: | |
|---------------------------|---|--|
| Cover Letter | A cover letter which describes: | |
| | The nature of the proposal; | |
| | The contents of your application; and | |
| | Also detail any pre-application discussions with a Council planning officer and/or neighbours. | |
| | The location of the site of native vegetation to be removed. This includes the address of the property. | |
| | A description of the native vegetation to be removed including: whether the native vegetation is a remnant patch, or scattered trees, in accordance with the definitions in Section 2.2 – Native Vegetation – from the "Permitted Clearing of Native Vegetation Biodiversity Assessment Guidelines". | |
| | - the area of any remnant patches of native vegetation. | |
| | - the number of any scattered trees. | |
| Title | A full current copy of Title for the land, including current ownership details, title plan and a full copy of any registered covenants, restrictions or Section 173 Agreements that apply to the land. Please note: The Copy of Title must be clearly legible and no older than 60 days from when you lodge the planning permit application. You should contact Landata at the following website address https://www.landata.vic.gov.au/ to obtain a copy. | |
| Photographs | Recent photographs of the native vegetation to be removed. | |
| Maps or plans containing | 3 x copies of an existing site plan, at a scale of 1:100, 1:200 or 1:250, | |
| the following information | showing:The boundaries and dimensions of the site. | |
| | Adjoining roads and vehicle access points. | |
| | Relevant ground levels of the site. | |
| | Include neighbouring buildings on the site plan. | |
| | All areas of native vegetation, clearly showing the native vegetation to be removed (including any area that the Country Fire Authority has recommended for removal or management for fire protection purposes). | |
| | All scattered trees to be removed. | |
| | Location where photographs were taken, and the direction from which they were taken. | |

| | Recent photographs (dated) of the native vegetation to be removed. | |
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| | Where the purpose of removal, destruction or lopping of native vegetation is to create defendable space, a statement is required that explains why removal, destruction or lopping of native vegetation is necessary. The statement must have regard to other available bushfire risk mitigation measures. This requirement does not apply to the creation of defendable space in conjunction with an application under the Bushfire Management Overlay. | |
| | A copy of any property vegetation plan that applies to the site. | |
| | Details of any other native vegetation that was permitted to be removed on the same contiguous parcel of land with the same ownership as the native vegetation to be removed, where the removal occurred in the five year period before the application to remove native vegetation is lodged. | |
| | The strategic biodiversity score of the native vegetation to be removed. | |
| | The offset requirements should a permit be granted to remove native vegetation. Moderate and High Risk-based Pathway Application Requirements. | |
| | An application included in the moderate and high risk-based pathway must also be accompanied by the following information, as appropriate: | |
| | A habitat hectare assessment of the Native Vegetation to be removed. | |
| | A statement outlining what steps have been taken to minimise the impacts of the removal of native vegetation and biodiversity. | |
| | An assessment of whether the proposed removal of native vegetation will have a significant impact on Victoria's Biodiversity, with specific regard to the proportional impact on habitat for any rare or threatened species. | |
| | An off-set strategy that details how a compliant offset will be secured to offset the Biodiversity impacts of the removal of native vegetation. | |
| Other Relevant Information. | A written response against any relevant state and local planning policies and any relevant overlay demonstrating how the proposal satisfies the purpose, objectives and decision guidelines. | |

Disclaimer: Please note this Checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.