

Planning application lodgement requirements

Clause 44.06 - Bushfire Management Overlay (BMO)

The items in this list must be provided by planning applicants when lodging an application under Clause 44.06 of the Alpine Planning Scheme – Bushfire Management Overlay. If any of the items on the list are not provided, Council will contact you before registering the application.

The BMO applies to land that may be significantly affected by extreme bushfires. To be more informed on building in the BMO, visit planning.vic.gov.au/policy-and-strategy/bushfire/building-in-the-bmo.

All planning applications must include:

- A complete and recent (no more than 90 days) copy of Certificate of Title for the site(s), which must contain:
 - The Registered Search Statement.
 - The title diagram (i.e. the Lodged Plan, Title Plan or Plan of Subdivision).
 - Any encumbrances other than a mortgage, like Covenants or Agreements. *Referred to as 'Instruments' by on the Certificate of Title.*
-  The *Certificate of Title* is obtained from [Landata](#) – Council do not have access to Titles. When a property search is complete you will receive multiple PDF files; all must be submitted with the application.
- Bushfire Management Overlay requirements
 - Visit the [CFA website](#) for a list of BMO requirements
-  Help from a suitably qualified consultant may be necessary, particularly for more complex applications. Contact [Fire Protection Association Australia](#) for a list of trained professionals. Visit planning.vic.gov.au for templates and guidance to prepare the above documents
- Application plans to accurately reflect the proposal.
 -  Plans must be drawn to scale, have dimensions and show the details of all buildings or other proposed structures.
Applications cannot be accepted until plans are submitted.
- A completed [application form](#), which must contain:
 - Site street address OR formal land description (matching the *Certificate of Title*)
 - Whether any encumbrances on *Certificate of Title* are breached
 - Details of the owner to match *Certificate of Title*
 - Where an application is for development, the estimated cost of the proposed development

- If the permit applicant is not the owner of the land, a signed declaration that the applicant has notified the owner about the application

- All prescribed fees to be paid upon receipt of an invoice, once application meets key requirements.



Payment terms will be outlined in the invoice.

For more information about applicable planning fees, visit Council 'Planning fees' webpage.

- Lodgement of Planning Applications**



Lodge the completed application, preferably with separate PDFs (e.g. application form/ title/plans/BMS etc) including all forms and documents via Councils Planning Application Portal <https://alpine.greenlightopm.com/planning>

*If you have enquiries, you can contact us by:



1. **CALL US**

Phone: (03) 5755 0555



2. **VISIT US**

Opening hours: Monday to Friday, 9am - 5pm

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Alpine Shire Offices

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3. **EMAIL US**

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