

Quick Reference Guide

Checklist for construction of, or alterations to, a building of five or more storeys

Frankston City Council is dedicated to promoting high-quality development and supporting both applicants and developers to achieve positive outcomes for people who live, work and visit the municipality.

This Quick Reference Guide (QRG) is designed to communicate Council's standards for assessing development applications that propose to construct or alter buildings of five or more storeys. By outlining these standards, we aim to ensure that all parties involved are well-informed and can collaborate effectively. Our goal is to facilitate efficient delivery and high-quality, positive development outcomes.

Pre Application & Lodgement

We recommend lodging a pre-application request to discuss any proposed development before you submit your application. By contacting us beforehand, we can provide guidance to help ensure that your application meets statutory requirements and aligns with our expectations. This step can help minimise delays in the assessment process.

- **Requesting a Meeting:** You can request a meeting online to discuss your proposed development via [Planning and Building - Frankston City Council](#).
- **Concept Plans:** Please circulate your concept plans to us at least 10 business days before the pre-application meeting.
- **Consultation with Authorities:** Engage with any relevant authorities (such as the Department of Transport and Planning) and seek written 'in principle' support where applicable.
- **Background Reports:** Commission and prepare relevant background reports (e.g. arboricultural, heritage) to inform your development's design response. This helps minimise the need for major alterations to your plans during the application assessment.
- **Application Submission:** Ensure that all applications are submitted in accordance with [Section 47](#) of the *Planning and Environment Act 1987* including the requirements of the Frankston Planning Scheme.

Applications & Assessment

To help expedite the review process and minimise requests for further information, please ensure that your application is as complete and detailed as possible.

All planning applications for the construction of, or alterations to, a building of five or more storeys must include:

- A completed application form.

- A clear, legible, full and recent (not more than three months old) copy of the Certificate of Title for the subject land. Please include the title plan/diagram which shows the lot layout and dimensions and the Register Search Statement, (i.e. face sheet of title). Should a covenant or Section 173 Agreement apply to the land, a full copy of the restriction must be provided. A copy of title can be obtained from [Landata](#).
- A valid Metropolitan Planning Levy Certificate¹ where the estimated cost of works for the proposed development exceeds the threshold specified by the State Revenue Office. For more information about the levy and obtaining certificates, please contact the State Revenue Office.
- The prescribed application fee.

Applications for construction of, or alterations to, a building of five or more storeys should also include:

Reports

- A site analysis and descriptive statement (urban context report) explaining how the proposed development responds to the site, its context and relevant planning controls, policies and provisions of the Frankston Planning Scheme including a response to Clause 58 (if applicable).
- A Parking and Traffic Report prepared by a Traffic Engineer.
- Waste Management Plan demonstrating compliance with Sustainability Victoria's Guide to Better Practice for Waste Management and Recycling ².
- A Sustainability Management Plan (including an assessment using BESS/Green star, STORM/MUSIC, or other methods) and Green Travel Plan in response to Clause 15.01-2L-01 (Environmentally Sustainable Design) of the Frankston Planning Scheme. A schedule of ESD initiatives must be annotated on the plans including all ESD initiatives identified in the Sustainability Management Plan and BESS report.
- Reflected glare assessment of external building materials and finishes, utilising an appropriate methodology prepared by a suitably qualified person. The recommendations must be applied to the proposal to minimise or mitigate reflected glare to acceptable levels.
- An Arboricultural Impact Assessment in accordance with Council's *Arboricultural Reporting Guidelines*³ outlining any potential impacts the proposal and construction methodology (traffic, loading zones, gantries etc) has on trees. The Assessment must be based on the Australian Standard AS 4970:2009 – Protection of Trees on Development Sites and be prepared by a suitably qualified and experienced arborist assessing all trees greater than two metres in height on and within three (3) metres of the subject allotment (including street trees).
- A Native Vegetation Removal Report where applicable under Clause 52.17 (Native Vegetation) of the Frankston Planning Scheme.

1. <https://www.sro.vic.gov.au/metropolitan-planning-levy>

2. [Waste and recycling in multi-unit developments | Sustainability Victoria](#)

3. [GUIDELINES FOR SUBMITTING ARBORICULTURAL OR TREE REPORTS \(frankston.vic.gov.au\)](#)

- A copy of a Cultural Heritage Management Plan (CHMP) approved by the Bunurong Land Council. A Preliminary Aboriginal Heritage Test (PAHT) to determine whether the proposal requires the preparation of a Cultural Heritage Management Plan can be established through Aboriginal Victoria. See *Cultural Heritage Management Plan (CHMP) Fact Sheet*⁴ for further assistance.
- If required by the Potentially Contaminated Land Planning Practice Note (July 2021), an application for a sensitive land use (e.g. residential / childcare) must include an Environmental Assessment of the land carried out by a suitably qualified environmental professional, who is a member of the Australian Contaminated Land Consultants' Association.
- A Stormwater Report in response to Clause 53.18 (Stormwater Management in Urban Development) and 58.03-8 (Integrated Water and Stormwater Management Objectives) of the Frankston Planning Scheme including all required information from the relevant Stormwater checklists.⁵
- A Wind Report prepared by a suitably qualified specialist and in accordance with Clause 58.04-4 (Wind Impacts Objective) of the Frankston Planning Scheme.
- An Acoustic Report (where necessary).

Plans / Elevations

- Fully dimensioned plans and elevations including the scale and orientation and showing the following (as appropriate):
 - A site plan detailing boundaries and dimensions of the site, adjoining roads and street trees.
 - The layout of existing buildings and works, solar panels on adjoining properties and any significant vegetation on the site and within three (3) metres of the subject allotment (including street trees).
 - Demolition plan clearly showing the extent of demolition and structures to be retained
 - Plans, elevations and sections detailing:
 - proposed buildings and/or works on the site (alterations and additions to be highlighted)
 - the internal layout of all existing and proposed buildings and/or works identifying the intended use of the components of the building and predicted furniture layouts
 - a Site Re-establishment Survey and a Feature Survey prepared by a Licensed Land Surveyor. Levels are to be the Australian Height Datum (AHD)
 - details of the slope of the land and any proposed cut and fill, including the height and location of any retaining walls
 - all elevations accurately depicting the differences between natural ground levels compared to proposed floor levels. The elevation plans must show finished floor levels and the overall building height to Australian Height Datum (AHD) and Natural Ground Level (NGL)

⁴ [cultural heritage management plan august 2015.pdf \(frankston.vic.gov.au\)](https://www.frankston.vic.gov.au/cultural-heritage-management-plan-august-2015.pdf)

⁵ https://www.water.vic.gov.au/data/assets/pdf_file/0028/515179/Stormwater-Checklist_Buildings-and-works_D1_v0.3.pdf

- notations of wall heights and overall building height, building setbacks and projections at each level including the clearance heights from footpaths and/or road surfaces
 - outline of any built form controls e.g. Zone / Design Development Overlay (DDO)
 - provision of entrances, car parking, bicycle facilities, loading of vehicles and access to parking spaces and loading bays (fully dimensioned) to relevant Australian Standards and waste storage areas
 - location of structural columns and building services (e.g. fire boosters, substation)
 - the exact location and canopy spread of all trees on site and within three (3) metres of the subject allotment (including street trees).
 - rooftop services and also hydrant boosters/service cupboards etc.
- Council resolution dated 13 May 2024 requires:
 - Correctly proportioned streetscape elevation/s a minimum of 100 metre either side of the proposed development site, with a 400 - 500 metres span overall; and
 - Understandable visual perspectives or photomontages at multiple viewpoints within the locality.
 - A schedule of construction materials, detailing finishes, materials and colours of external surfaces
 - Shadow diagrams showing the extent of shadowing caused by the proposal for each hour between 9.00am and 3.00pm. Diagrams to show all open space (public and private) in square metres, and shadow impact in square metres (existing and proposed). If solar panels are located on nearby buildings, shadow diagrams are also required for 22 June between 9.00am and 3.00pm
 - A Concept Landscape Plan in accordance with the Council's [Landscape Plan Guidelines](#). The plan (drawn to a scale of 1:100 and dimensioned) must be prepared by a suitably qualified landscape professional and include the following information:
 - Detail areas of proposed landscaping including the location of canopy trees, garden beds, planter beds, balcony planting and deep soil zones.
 - Existing vegetation to be removed/retained.
 - Details of the proposed development including any proposed dwellings/buildings (including associated utilities, water tanks, clothes lines etc.), paving/decked areas, bin storage, access ways and car parking areas.
 - Site features including easements, fences, boundaries, existing/proposed crossovers, drainage pits etc.
 - Preparation of a Public Realm Plan identifying all public realm works within or directly integrating with the development site including for example laneways, footpaths, roads, outdoor dining, public seating, plazas and parks
 - For developments of five or more storeys a 3D digital model is required. The following file types would be appropriate:
 - .FBX
 - .OBJ
 - .3DM

Other Matters

- Please have regards to the requirements of any other overlay(s) that may be applicable to your site and any particular provision set out at Clause 52 of the Frankston Planning Scheme.
- If planning approval is also required for use, advertising signs, liquor licensing and/or for other reasons, the relevant checklists should also be consulted. All approvals being sought should be included in one application.

Disclaimer: Please note this checklist is for standard information required for lodgement. Additional information may be required after registration pursuant to S54 of the Planning and Environment Act 1987. Please contact Statutory Planning on 1300 322 322 if you require assistance with your application.