

Small Lot Housing Consultation Planning Scheme Policy

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1 Introduction

A new house or extension to a house on a small lot that complies with Part 1 of the Residential Design—Small Lot Code is self assessable and no planning application is required if the development site is not in a Demolition Control Precinct.

A small lot house that complies with Part 1 of the Residential Design—Small Lot Code and is in a Demolition Control Precinct is code assessable and requires a planning application.

In both cases consultation with adjoining landowners is recommended when proposing to build or extend a small lot house. Consultation improves relationships between neighbours and will minimise potential conflicts during the construction of the dwelling.

The following is the suggested format for the advisory letter:

Date
Name and Address of Land Owner
Dear Mr/Mrs
I am writing to you to let you know that I am (building a/extending my) house on a small lot at (address of property) which is (next to/across the street from) your property.
I expect construction to begin by (insert expected commencement date).
The house complies fully with Council's requirements for small lot houses, including building height, setbacks and length of dwelling, ensuring the house will not be too high, too large, too long or the walls too close to property boundaries.
As my house design complies with these regulations, (*an application to Council is not required and) it does not need to be advertised for public submissions.
I would be happy to show and discuss the plans with you. If you would like to see them, please contact me on telephone number (insert telephone number) to arrange a suitable time.
For your information I have enclosed a copy of Council's <i>Small Lot Housing Regulations</i> information brochure that outlines Council's requirements for small lot housing.
Yours sincerely
(Name of Land Owner)

* Delete for applications in a Demolition Control Precinct

2 Recommended consultation

When proposing to build or extend a house on a small lot, whether or not in a Demolition Control Precinct, it is recommended an advisory letter be sent to neighbouring landowners. The letter should advise:

- of the intention to build a new house or extend the existing home
- when construction is expected to commence
- that the proposed house design complies with the height, setback and length provisions of the Residential Design—Small Lot Code and does not need to be publicly advertised

The proponent of the house may also wish to provide the opportunity for neighbours to view the house plans.

The letter should be sent to all adjoining landowners. It is recommended that the letter also be sent to the three landowners on the opposite side of the same street (refer to *Figure a*).

For the neighbour's information, a copy of Council's *Small Lot Housing Regulations* information brochure should be sent with the letter. The brochure complements the advisory letter.

The advisory letter and Council brochure should be sent to the neighbouring properties following approval of the design by a building certifier, and at least 4–6 weeks prior to construction commencing.

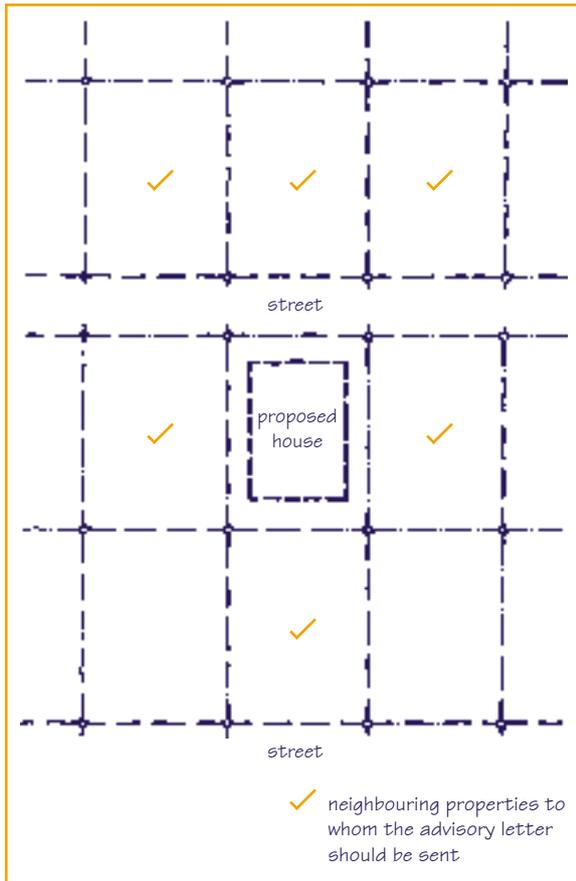


Figure a The advisory letter should be sent to adjoining neighbours and the three neighbours across the street