**BUSHFIRE MANAGEMENT OVERLAY CHECKLIST**

* A planning permit may be required to use and develop land in a Bushfire Management Overlay (BMO). If you are not sure whether consideration under the BMO is required, please contact the Council’s Planning Department on (03) 5624 2411.
* If consideration under the BMO is required, this checklist can be used to determine the relevant information required to accompany the planning application.

**STEP 1 - DETERMINE BMO PLANNING APPLICATION REQUIREMENTS**

* To determine the relevant BMO planning application requirements, please answer the following questions:

1. Are the proposed buildings and works associated with a single dwelling on a lot?

* Yes - Go to Question 2.
* No - Refer to Column 3.

1. Is the land affected by a Schedule to the BMO (i.e. BMO1 or BMO2)?

* Yes - Refer to Column 1.
* No - Go to Question 3.

1. Is the land located in an urban zone (i.e. GRZ1, LDRZ, TZ, UGZ, C1Z, INZ, MUZ, PUZ, PPRZ)?

* Yes - Refer to Column 2.
* No - Refer to Column 3.

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Requirements** | **Column 1** | **Column 2** | **Column 3** |
| **Bushfire Hazard Landscape Assessment** | X | X |  |
| **Bushfire Hazard Site Assessment** | X |  |  |
| **Bushfire Management Statement** | X |  |  |
| **Bushfire Management Plan** |  |  |  |

**STEP 2 - PREPARE BMO PLANNING APPLICATION REQUIREMENTS**

Prepare the following information based on the above determined BMO planning permit application requirements.

* **BUSHFIRE HAZARD SITE ASSESSMENT**

The Bushfire Hazard Site Assessment describes the bushfire hazard within 150 metres of the proposal and must be prepared in accordance with Sections 2.2.3 to 2.2.5 of AS3959:2009 Construction of buildings in bushfire prone areas (Standards Australia) excluding paragraph (a) of section 2.2.3.2. Photographs or other techniques may be used to assist in describing the bushfire hazard. For more information refer to <https://www.planning.vic.gov.au/__data/assets/pdf_file/0021/5475/Pathways-1,-2-and-3-Pages-11_18-PPN65.pdf>

* **BUSHFIRE HAZARD LANDSCAPE ASSESSMENT**

The Bushfire Hazard Landscape Assessment describes the bushfire hazard of the general locality more than 150 metres from the site. Photographs or other techniques may be used to assist in describing the bushfire hazard. This requirement does not apply to a dwelling that includes all of the approved measures specified in Clause 53.02-3 of the Baw Baw Planning Scheme. For more information refer to <https://www.planning.vic.gov.au/__data/assets/pdf_file/0029/107669/Technical-Guide-Planning-Permit-Applications-Bushfire-Management-Overlay.pdf>

* **BUSHFIRE MANAGEMENT STATEMENT**

The Bushfire Management Statement is a report that describes how the proposal responds to the bushfire hazard site assessment and Bushfire Hazard Landscape Assessment. If the application proposes an alternative measure, the Bushfire Management Statement must explain how the alternative measure meets the relevant objective. For more information refer to <https://www.planning.vic.gov.au/policy-and-strategy/bushfire-protection/bushfire-management-overlay/outline-of-regular-bmo-application-process>

* **BUSHFIRE MANAGEMENT PLAN**

The Bushfire Management Plan shows all of the bushfire protection measures that will be implemented to reduce the risk from bushfire to an acceptable level. For more information refer to <https://www.planning.vic.gov.au/__data/assets/pdf_file/0021/107661/Bushfire-Management-Plan-Template-A3-Schedule-Areas.pdf>

If in doubt, please consider engaging a suitable professional to assist with preparing the application before lodged with council. For a list of endorsed practitioners by the CFA please refer to:

**Country Fire Authority**

<https://www.cfa.vic.gov.au/plan-prepare/planning-and-bushfire-management-overlay/>

**Fire Protection Association Australia**

<https://connect.fpaa.com.au/Connect/Registers/BPAD_register.aspx>

**STEP 3 - PREPARE PLANNING PERMIT APPLICATION**

* Complete planning permit application form and pay application fee

For a copy of the application form and fee schedule please refer to <https://www.bawbawshire.vic.gov.au/Plan-and-Build/Planning-permits/Application-Forms-and-Permit-Information/Your-Planning-Permit#section-5>

* Certificate of Title not more than 60 days old including:
* Plan of Subdivision or Title Plan
* Restrictive Covenants (if any)
* Section 173 Agreements (if any)

To obtain the Certificate of Title please refer to landata.vic.gov.au

**STEP 4 - PREPARE PLANS**

* Site Plan including:
* Drawn to scale
* North point
* Boundaries and dimensions of the site
* Location and layout of existing and proposed buildings and works including setbacks to boundaries
* Defendable space area and vegetation management
* Water tank location, size and capacity
* Access design and construction requirements applicable to the BAL rating that is to be implemented at the building permit stage according to the relevant sections of AS3959:2009 Building in a Bushfire Prone Area (Standards Australia)
* Existing or proposed easements and services
* Relevant ground levels including any proposed earthworks (cut and fill)
* Location and use of buildings on adjoining land
* All existing and proposed fences including location, height and materials
* All existing and proposed access points, driveways, car parking and bicycle parking including dimensions, surface materials and vehicle turning circles
* Existing and proposed trees and landscape areas
* Garden area\* including dimensions (if required)
* Wastewater and effluent disposal area (if required)
* Garbage and recycling disposal and storage (if required)
* Floor Plan including:
* Drawn to scale
* North point
* Existing and proposed building layout including dimensions and floor areas
* Elevation Plan including:
* Drawn to scale
* Maximum height of buildings and works from natural ground level
* Colours and materials of buildings

**STEP 5 - PREPARE OTHER PLANNING APPLICATION REQUIREMENTS**

* Ask a Council planner if any other planning application requirements apply.

**STEP 6 - LODGEMENT AND CONTACTS**

You can lodge the planning permit application with Baw Baw Shire Council via:

**Online**

[planning@bawbawshire.vic.gov.au](mailto:planning@bawbawshire.vic.gov.au)

**Post**

Baw Baw Shire Council

Planning Department

PO Box 304

WARRAGUL VIC 3820

**Person**

Baw Baw Shire Office

33 Young Street

DROUIN VIC 3818

**Country Fire Authority**

(03) 9262 8578

[firesafetyreferrals@cfa.vic.gov.au](mailto:firesafetyreferrals@cfa.vic.gov.au)

**Fire Protection Association Australia**

(03) 8892 3131

[technical@fpaa.com.au](mailto:technical@fpaa.com.au)

<https://connect.fpaa.com.au/Connect/Registers/BPAD_register.aspx>