## Melton logo black.jpg**A thriving community where everyone belongs**

**FUNCTIONAL LAYOUT PLAN**

**FIRST Submission Form**

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| Description | Fill in blanks below: |
| **Planning Permit Number –** PAXXXX/XXXX |  |
| **Estate or Project Name & Stage Number** |  |
| **Form submitted by (Consultant’s Name)** |  |
| **Company Name** |  |
| **Phone Number** |  |
| **Email Address** |  |
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**Pre-requisite to requesting a PC: All Conditions specified by Planning**

As outlined in Council’s **Engineering Design and Construction Manual (EDCM)**, this form is to be used for the first submission of the Functional Layout Plans (FLPs).

All Functional Layout Plan submissions must be emailed to [Infrastructureplan@melton.vic.gov.au](mailto:Infrastructureplan@melton.vic.gov.au). Please note that incomplete submissions will delay the approval process.

Subsequent submissions of FLPs *must* address any non-conformance items raised by the Council Engineer. This form is not required for resubmissions.

For queries related to FLP submissions, please contact the Council Development Engineer directly or send query to [Infrastructureplan@melton.vic.gov.au](mailto:Infrastructureplan@melton.vic.gov.au).

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| Information Required in First FLP Submission |
| 1. Completed **Functional Layout Plan First Submission** Form |
| 1. **The email subject line must show:**  * Planning Application Number (PAXXXX/XXXX); * Estate Name and Stage number and, or Project Name and address; * Description of submission – e.g. ‘Functional Layout Plans – First Submission’; and |
| 1. **Functional Layout Plan Drawings Set -** 1 PDF file in sheet/page order |
| 1. Subdivision layout including street names, lot numbers and street reservation widths; 2. Road cross-sections; 3. Existing contours; and 4. Underground drainage pipe layout, overland flow path and interim outfall(s) if applicable; 5. Location and alignment of kerbs, parking spaces, pedestrian paths, vehicle crossings, traffic controls and bus bays (where applicable); 6. A table of offsets for all utility services; 7. Preliminary location of Electrical Kiosks; 8. Trees to be retained; and 9. Other requirements specified in Sections 5.5 and 5.6 of the EDCM. |