

## An application for change of use should be accompanied by the following information:

**A current copy of Title and details of any registered restrictive covenant or Section 173 Agreement**

A Copy of Title and associated restrictions can be accessed [www.landata.vic.gov.au](http://www.landata.vic.gov.au) The Title must be no older than 60 days old.

### Site Plan

The plan should be drawn to a scale of 1:100 or 1:200 and show:

- The boundaries and dimensions of the site;
- The location of all existing buildings on the land;
- The location of all vegetation on the land;
- The location of any waste storage areas on the land;
- Site contours;
- Location of existing vehicle crossings, car parking areas and loading bays;
- Features in the road reserve including street trees, poles, drains, footpaths, service pits, poles, lights;
- Fencing details;
- Use of all buildings defined;
- Car parking areas, vehicle access ways and loading bays clearly dimensioned;
- Location of loading bays;
- Location of any advertising signage (if part of the application).

**Any application requirements specified by the zone or overlay**

The planning controls which apply to the land can be obtained and viewed at the following link <http://planning-schemes.delwp.vic.gov.au/schemes/surfcoast>

### Written Submission

A written submission detailing:

- Previous use of the site;
- Nature of the proposed use, including details of number of seats, hours of operation, staff and patron numbers;
- Details of any works;
- Advice as to whether a licence for the proposed use is required under the Dangerous Goods Act 1985;
- Details on the transport of materials or goods to and from the site;
- Types of goods to be stored or processed on the site;
- Likely effects on adjoining land including noise levels, air borne emissions, emissions to land or water, traffic, hours of operation, light spill;
- Means of maintaining land not required for immediate use;
- Details of any car parking spaces allocated to the use.

Note: Some of these elements will not be relevant to your proposal, however to ensure your application can be processed quickly and efficiently it is important to provide as much detail as possible.

### Car Parking Assessment

The car parking requirements are included here [http://planning-schemes.delwp.vic.gov.au/schemes/vpps/52\\_06.pdf](http://planning-schemes.delwp.vic.gov.au/schemes/vpps/52_06.pdf)

Clause 52.06-9 specifies requirements for car parking spaces, aisle widths etc which must be considered in the site plan.

Clause 52.06-5 specifies the number of car parking spaces required for a use.

If the application involves the waiving of car parking an assessment against Clause 52.06-7 must be provided in support of your application. The waiving of car parking must be included on your Application for Planning Permit form.

Note: A Traffic Impact Assessment may be required.

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<b>Loading Bays</b>	The loading bay requirements are included here <a href="http://planning-schemes.delwp.vic.gov.au/schemes/vpps/52_07.pdf">http://planning-schemes.delwp.vic.gov.au/schemes/vpps/52_07.pdf</a> If the application seeks to waive the loading bay requirement, this must be included on your Application for Planning Permit form.
<b>Bicycle Facilities</b>	The bicycle facilities requirements are included here <a href="http://planning-schemes.delwp.vic.gov.au/schemes/vpps/52_34.pdf">http://planning-schemes.delwp.vic.gov.au/schemes/vpps/52_34.pdf</a> If the application seeks to waive bicycle parking requirements, this must be included on your Application for Planning Permit form.
<b>Liquor Licence</b>	If a liquor licence is required, see Liquor Licence Checklist.
<b>A completed Application for Planning Permit form</b>	The form can be accessed from <a href="https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Apply-for-a-planning-permit">https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Apply-for-a-planning-permit</a> The type of licence sought should be included in the proposal section of the form.
<b>The relevant fee</b>	The fee schedule can be accessed here <a href="https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Apply-for-a-planning-permit">https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Apply-for-a-planning-permit</a>

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## Other permits/ regulations you may need to consider

Building Permit – obtained from a Private Building Surveyor. A Building Permit is often required where a change in the use of land is proposed.

Health Permits – depending on type of use (ie hairdresser, beauty salon, hotel, restaurant, café). Contact Council's Environmental Health Officers.

**Disclaimer:** Please note this checklist is for standard information required for lodgement. Additional information may be required by Council when assessing your application.