

## An application for commercial or industrial development 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.

**Existing 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;
- Location and layout of all buildings proposed;
- Use of all buildings defined;
- Car parking areas, vehicle access ways and loading bays clearly dimensioned;
- Location of loading bays.

**Existing Elevations**

Plans drawn to a scale of 1:100 which show the elevations of the existing development on the land.

**Development Plans**

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;
- 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;
- Location and layout of all buildings proposed;
- 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);
- Elevations of every building, including existing buildings to be retained, correctly labelled showing finished floor levels and ceiling levels as well as the sill height of every window. It is recommended that levels are provided. All elevation drawings must clearly show natural ground level and specify building heights and wall heights from natural ground level.

**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>

**Stormwater management in urban**

A concept drainage plan which shows how the land will be

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**development**

drained and how on site detention will be achieved. Further information can be found here [http://planning-schemes.delwp.vic.gov.au/schemes/vpps/53\\_18.pdf](http://planning-schemes.delwp.vic.gov.au/schemes/vpps/53_18.pdf)

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**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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**Bicycle Facilities**

The bicycle facilities requirements are included here [http://planning-schemes.delwp.vic.gov.au/schemes/vpps/52\\_34.pdf](http://planning-schemes.delwp.vic.gov.au/schemes/vpps/52_34.pdf)

If the application seeks to waive bicycle parking requirements, this must be included on your Application for Planning Permit form.

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**A completed Application for Planning Permit form**

The form can be accessed

from <https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Apply-for-a-planning-permit>

The type of licence sought should be included in the proposal section of the form.

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**The relevant fee**

The fee schedule can be accessed

here <https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Apply-for-a-planning-permit>

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**Other permits/ regulations you may need to consider**

Building Permit – obtained from a Private Building Surveyor.

Vehicle Crossing Permit – contact Council's Engineering Department.

Food Safety and Health Regulations – depending on the type of business you are running and if you are preparing or serving food and drink. Contact Council's Environmental Health officers.

Legal point of discharge – to find the point to which the development should be drained, obtained from Council's Infrastructure Department.

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