

For all Planning Applications <b>the following MUST be provided.</b>	
● An <b>Application Form</b> completed and signed.	<input type="checkbox"/>
● A recent full and current copy of <b>Title</b> for the land (the search should be dated not more than 60 days from when you lodge the planning permit application. You should contact <i>Landata</i> at the following website address <a href="https://www.landata.vic.gov.au/">https://www.landata.vic.gov.au/</a> to obtain a copy.	<input type="checkbox"/>
● The prescribed <b>Application Fee.</b>	<input type="checkbox"/>

<b>All changes of Use Applications <u>MUST</u> be accompanied by:</b>		
A written report of the existing and proposed use(s) which contains the following information (as applicable):		
<b>Proposed hours of operation.</b>	● Written confirmation of the proposed hours of operation.	<input type="checkbox"/>
<b>Number of staff/employees/practitioners.</b>	● Written confirmation of the numbers of staff/employees/practitioners.	<input type="checkbox"/>
<b>Number of seats required for the proposed use(s).</b>	● Written confirmation of the number of seats required for the proposed use(s).	<input type="checkbox"/>
<b>Types of liquor licence to be sought.</b>	● Written confirmation of the type of liquor licence being sought.	<input type="checkbox"/>
<b>Detailed car parking information.</b>	● The number of car parking spaces to be provided, proposed site access arrangements and a supporting statement justifying a reduction or the waiving of the statutory car parking requirements (if appropriate).	<input type="checkbox"/>
<b>Maps or plans containing the following information.</b>	● Three copies of fully dimensioned plans and elevations at preferred scales of 1:100 or 1:200 and 1 copy of all plans at A3 size (for advertising purposes) showing the location of all buildings on the site, internal details of the building and the total floor area to be occupied by the proposed uses(s).	<input type="checkbox"/>
<b>Is a licence required for the proposed use under the Dangerous Goods Act 1985?</b>	● Details as to whether a licence for the proposed use is required under the Dangerous Goods Act 1985.	<input type="checkbox"/>
<b>Details of any emissions from the land.</b>	● Details of any emissions from the land generated through the proposed use(s).	<input type="checkbox"/>
<b>Details of Disability access to buildings.</b>	● Details of the consideration of the Disability (Access to Premises-Buildings) Standards 2010.	<input type="checkbox"/>

Disclaimer: Please note this Checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.

If you require any assistance with preparing and/or collating the Checklist requirements, please contact a member of our Statutory Planning team on 1300 367 700 during office hours.