

# Car parking

## Checklist for Planning Permit Applicants



This document is intended to assist you in obtaining a planning permit with the City of Port Phillip (Council) for:

- Reduction of car parking requirement
- Waiver of car parking requirement

A new use must not commence or the floor area of an existing use must not be increased until the required car spaces have been provided on the land. A planning permit may be granted to reduce or to waive the number of car spaces required.

Applicants should seek the advice of the Statutory Planning team to ascertain whether a planning permit or the written consent of Council is required. The same information will be required regardless of whether a planning permit or written Council consent is required.

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application, we encourage you to arrange an appointment with a planner to discuss your intended proposal.

**Your application must include the following items, otherwise your application will not be lodged:**

- A fully completed **Application for Planning Permit form**.
  - Ensure you have entered the correct address of the land, an accurate description of your proposal, a current email address and phone number, that the Applicant address is the correct postal address, and that the form is signed and dated.
- A full and current copy of the **Certificate of Title** (dated within 3 months of your application), including the title plan/diagram showing any relevant covenants and restrictions. Provide confirmation that the present boundaries are the same as the title boundaries.
- A **written statement addressing Clause 52.06** of the Port Phillip Planning Scheme.
- Drawings (plans)** including but not limited to a floor and site plan, showing all relevant dimensions and the provision of car spaces available for the exclusive use of the premises.
  - Drawings must be **A3 size**, include a north arrow (not required on elevations), be to scale (i.e. 1:100 @ A3), and include a scale bar.

**Please note that this checklist is prescriptive only and that additional information may be required depending on the particulars of the application. For example:**

- Council may also require a parking and traffic report prepared by a Traffic Engineer outlining the nearby public transport infrastructure, the adequacy of existing parking provisions and the likely impacts of additional traffic on the existing street network.

## How to apply

All application forms, plans and supporting documentation must be submitted in electronic form (e.g. PDF, image, Word document, etc). Hardcopy applications are not accepted.

The easiest way submit your application is to **apply and pay online**. The application fee is calculated automatically. Please visit <http://www.portphillip.vic.gov.au/apply-for-planning-permit.htm> for links to apply online, or alternative options.

For most applications the fee is determined by the cost of the development. Refer to the Planning Fee Schedule and if unsure please contact Planning Business Support at [planhelp@portphillip.vic.gov.au](mailto:planhelp@portphillip.vic.gov.au) or 9209 6424.