VicSmart Checklist 11

Reduce a car parking requirement

Pre-application discussion: Was there a pre-application meeting? Who with and when?

☐ No ☐ Yes – Planning Officer: ..... Date: .....

Information Requirements

For all planning permit applications the following MUST be provided:

	Office Use Yes	Office Use n/a
☐ A fully completed application 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.	☐	
☐ The application fee	☐	
☐ 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.	☐	

Accompanying Information

Note: Council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with us. The following information must be provided as appropriate.

	Office Use Yes	Office Use n/a
☐ An A3 plan that is fully dimensioned, has a north arrow, is to scale (i.e. 1:100 @ A3), and includes a scale bar, showing:	☐	
☐ The boundaries and dimensions of the site.	☐	
☐ The location of existing buildings.	☐	☐
☐ All car parking spaces and access lanes.	☐	☐
☐ Allocation of car parking spaces to different uses or tenancies, if applicable.	☐	☐
☐ Landscaping and sensitive water design treatments.	☐	☐
☐ A written statement that describes:	☐	
☐ The proposed use of the site, number of employees and patrons and hours of operation.	☐	
☐ The previous use of the site.	☐	☐
☐ The site and floor area to be occupied.	☐	
☐ The number of car parking spaces required under Clause 52.06-5 or in a schedule to the Parking Overlay.	☐	
☐ The total number of car parking spaces provided.	☐	
☐ The likely impact of a reduction in car parking on the amenity of the area and on the area's existing car parking.	☐	

Office Use Only

Checked by: Signature: Date: