

VicSmart Checklist 5

Construct a building or works in commercial, industrial, Capital City, Docklands and Mixed Use Zones



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:

- 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.

Office Use

Yes n/a

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.

- A description of the use of the land and the proposed buildings and works.
- Drawings (plans) that are A3 size, fully dimensioned, have a north arrow, are to scale (i.e. 1:100 @ A3), and include a scale bar, showing:
 - The boundaries and dimensions of the site.
 - Adjoining roads.
 - The location, height and use of buildings and works on adjoining land.
 - Relevant ground levels.
 - The layout of existing and proposed buildings and works.
 - All existing and proposed driveways, car parking, bicycle parking and loading areas.
 - Existing and proposed landscape areas.
 - All external storage and waste treatment areas.
- Elevation drawings to scale showing the height, colour and materials of all proposed buildings and works.
- A photograph of the building or area affected by the proposal.
- For land in a Mixed Use Zone or a commercial zone, a written statement describing the proposal and if relevant:
 - The built form and character of adjoining and nearby buildings.
 - Heritage character of adjoining heritage places.
 - Ground floor street frontages, including visual impacts and pedestrian safety.
- A written statement describing whether the proposed buildings and works meet:
 - The number of car parking spaces required under Clause 52.06 - Car parking or in the schedule to the Parking Overlay under Clause 45.09.
 - The loading requirements under Clause 52.07.
 - For land in a Mixed Use Zone, the maximum building height specified in the schedule to the zone.

Office Use Only

Checked by: _____ Signature: _____ Date: _____

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Note:

- ① If the land is in a Heritage Overlay also complete **Checklist 8 Heritage Overlay**.
- ① If the land is in a Special Building Overlay also complete **Checklist 9 Special Building Overlay**.
- ① Please ensure your development complies with the Electrical Safety (Installations) Regulations 2009 relating to minimum distance of structures from power cables. This aspect is not reviewed during assessment of planning or building applications, and non-compliance may affect construction. For further information contact Energy Safe Victoria - <http://www.esv.vic.gov.au/>

Office Use Only

Checked by: _____

Signature: _____

Date: _____