



Reduce or waive loading/unloading requirements

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

Planning Officer: _____ Date: _____

INFORMATION REQUIREMENTS

For all planning permit applications the following MUST be provided:

- A completed application form

- Signed declaration on the application form

- The application fee

Accompanying information

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

- Copy of title and any registered restrictive covenant
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.

- 3 copies of a plan drawn to scale and fully dimensioned showing:
 - The boundaries and dimensions of the site.

 - The location of existing buildings.

 - The site and floor area to be occupied.

 - All car parking spaces, loading facilities and access lanes.

 - Allocation of loading facilities to different uses or tenancies, if applicable.

 - Adjoining roads.

- A written statement that describes:
 - The proposed use and hours of operation.

 - The type of commercial vehicles to be used for the supply of goods and the proposed delivery hours.

Note: If a proposal falls into more than one VicSmart class of application, the information requirements of each class apply and the corresponding checklists should be completed.