

# TOWN PLANNING CHANGE OF USE Checklist

## Information required

Refer to glossary for minimum information requirements

*Application for Planning Permit Form*

Application fee

Certificate of Title (less than three months old) and covenant if applicable

Site plan (three copies)

Floor plan/s (three copies)

Operational details of proposed use (three copies)

Car parking assessment

## Note

If the land is subject to a Heritage Overlay, Special Building Overlay or any other overlay, additional information may be required. There may be other information checklists available.

These requirements may vary depending on the extent of the proposed development. The list of information to be provided is not exhaustive and is intended as a guide for applicants only. Additional items may be required to enable proper consideration of the application.

Glen Eira City Council reserves the right to request additional information pursuant to Section 54(1) of the *Planning and Environment Act (1987)*.

All enquiries should be directed to Council's Town Planning Department on 9524 3333.

Applicants unsure about preparing an application are advised to consult with an independent, suitably qualified professional.

## Information privacy

The personal information requested is required primarily for the provision of the service referred to on this form and will only be shared with those directly responsible for providing that service. If information is not provided, Council may not be able to deliver the service.

For further information about privacy at Glen Eira City Council, including the right to seek access to any information collected in this application, contact Council's privacy officer on 9524 3333.