

TOWN PLANNING

CONSTRUCT A BUILDING OR WORKS IN A COMMERCIAL, INDUSTRIAL OR MIXED USE ZONE

Checklist

Information requirements

For all planning permit applications the following **MUST be provided:**

- A completed VICSMART application form
- Signed declaration on the application form
- The application fee

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 council. The following information must be provided as appropriate.

- A full current copy of **Certificate of Title** for the land, including current ownership details, title plan and a full copy of any registered covenants, restrictions or Section 173. Agreements that apply to the land. (The Copy of Title must be clearly legible and less than three months old.) (Refer to the Information Sheet for more information.)
- A description of the use of the land and the proposed buildings and works.
- Three copies of a layout plan drawn to scale and fully dimensioned 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.

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Please note:

- If the land is in a Heritage Overlay also complete Heritage Overlay Checklist.
- If the land is in a Special Building Overlay also complete Special Building Overlay Checklist.

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.