

TOWN PLANNING REDUCE OR WAIVE LOADING/UNLOADING REQUIREMENTS

Checklist

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 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.)
- Three copies of a layout 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.

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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.