



Checklist for New or Expanding Businesses

Urban Development Branch August 2017

How to submit a planning permit application online:

- You need to register first as a user with Council Online Services before you can submit a planning permit application online.
- Once you are a registered user, sign in and lodge a planning permit application.
- As part of the online application process, you pay the fee online with Visa or MasterCard.

To know more please visit <http://www.moreland.vic.gov.au/planning-permit-application>

For all planning applications, the following **MUST** be provided (to be provided digitally where possible):

- A completed and signed application form.
- A legible, full and current copy of title showing the search statement including details of any unregistered dealings. The title must be no older than 3 months and show all boundaries, easements and a full copy of any registered restrictive covenants on the land. To obtain a copy of title go to www.land.vic.gov.au
- The application fee. To download an application form and fee schedule go to www.moreland.vic.gov.au

In addition to the information required above, the following may be required depending on your proposal (to be provided electronically where possible):

- Fully dimensioned site layout plan at a scale of 1:100. The plans should show:
 - The title boundaries and dimensions.
 - The location of all buildings and uses (existing and proposed) on the site, internal details of the buildings, the proposed use of the components of the building, and the total floor area to be occupied by the proposed use(s) or activities.
 - Car parking spaces, loading bays, site access and goods delivery and storage arrangements.
 - Rubbish storage areas.
 - For licensed premises, the licence type, licensed area (red-line area) bottle storage and removal arrangements, including hours of pick up.
 - Adjoining roads.
 - Driveway and vehicle parking and loading areas.
 - Elevations including colour and materials of all buildings and works.
 - Details of any signage proposed, including location, dimensions and area.
- Site context plan, including details of surrounding development, including existing uses on adjoining properties, the built form, scale and character of surrounding development, and the nearest residential properties (where appropriate – this can be shown on a separate plan).
- Details of all existing and proposed use(s) on the land and the types of activities which will be carried out, including a description of how these relate to each other.
- Proposed days and hours of operation.



- Maximum number of patrons.
- Maximum numbers of staff, employees, practitioners.
- Security arrangements for a licensed premises.
- Maximum number of seats (indoor and outdoor) required for the proposed use, if applicable.
- The likely effects, if any, on the surrounding area, including:
 - noise levels
 - traffic
 - the hours of delivery and despatch of goods and materials
 - collection of waste
 - light spill
 - solar access and glare
 - air-borne emissions and emissions to land or water.
 - The means of maintaining land not required for immediate use.
 - How the proposal meets the requirements of the Moreland Planning Scheme, including the relevant zone and/or overlays and any relevant local planning policy.
- For an industry or warehouse:
 - The type and quantity of goods to be stored, processed or produced.
 - Whether a Works Approval or Waste Discharge Licence is required from the Environment Protection Authority.
 - Whether a licence under the *Dangerous Goods Act 1985* is required.
- A supportive statement justifying any proposed reduction or waiving of the statutory car parking requirements pursuant to Clause 52.06 of the planning scheme, or any proposed reduction or waiving of the statutory loading requirements pursuant to Clause 52.07 of the planning scheme. Some applications may require a traffic and car parking report prepared by a suitably qualified person justifying the shortfall to be submitted.
- Information set out in the Licensed Premises checklist if approval is sought to sell or consume liquor on the land pursuant to Clause 52.27 of the Moreland Planning Scheme.
- An acoustic report prepared by a suitably qualified person (if required).

Please note:

- To enable proper consideration of the application, Council reserves the right to request additional information pursuant to Section 54(1) of the *Planning and Environment Act 1987*.
- Other planning scheme controls may affect your proposal. Please check the planning scheme requirements before submitting an application by visiting the Moreland City Council - www.moreland.vic.gov.au.
- More about planning permit applications:
 - Council's "Guide for Applicants" - Moreland City Council web site - www.moreland.vic.gov.au
 - Department of Planning and Community Development website: www.dpcd.vic.gov.au - "Planning: a short guide"