

Commercial and Industrial

Details to be submitted when lodging a Planning Permit Application a Commercial and Industrial Development

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

- A Planning Permit Application form completed and signed.
- A current copy of Title and Title Plan including any Covenants and/or Section 173 Agreements applicable to the land. (A current copy of title can be located on the Titles Office's website at www.landata.vic.gov.au and must be a maximum of 3 months old.)
- A completed Cultural Heritage Management Plan checklist form, which is attached to this checklist.
- The prescribed application fee.

In addition to the information required above for all planning applications, the following must be provided:

- 3 copies of all plans and documentation.
 - All plans are to be fully dimensioned and drawn at an appropriate scale, i.e. 1:100, or 1:200.
 - 1 copy of all submitted plans in A4 or A3 size suitable for photocopying and scanning.

Buildings and works

- An existing site plan that includes:
 - Any buildings or structures.
 - Driveways and car parking areas.
 - Any trees and vegetated areas.
 - Fences.
 - Existing lot boundaries (where more than one lot is involved with the development).
 - Use of adjoining land.
- A site plan that includes:
 - The boundaries and dimensions of the site.
 - Adjoining roads.
 - Relevant ground levels.
 - Driveways, car parking layout and loading areas.
 - Landscape layout plan which includes the description of vegetation to be planted, the surfaces to be constructed, site works specification and the method of preparing, draining, watering and maintaining the landscape area.
 - Details of the method of draining the site and the management of stormwater.
- North, South, East and West elevations of the building including exact height dimensions, the distance above natural ground level, and colour and materials of all buildings and works.

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- Floor plans of existing and proposed buildings and works identifying the intended use of the components of the building(s). (The use must be in accordance with the Land Use Definitions provided under the Horsham Planning Scheme. If you have queries in relation to this, please contact Council's Town Planning Department).
- Finished floor levels of proposed buildings and works including reference to natural ground level.

Use of land

- A written submission detailing the use and the types of activities which will be carried out in accordance with the proposed use. (The use must be in accordance with the Land Use Definitions provided under the Horsham Planning Scheme. If you have queries in relation to this, please contact Council's Town Planning Department).
- Calculation of car parking rates in accordance with Clause 52.06 of the Horsham Planning Scheme.
- Hours of operation.
- How excess land will be maintained (if applicable).
- The likely effects, if any, on the neighbourhood, including:
 - Noise levels and any remediation proposed.
 - Air-borne emissions.
 - Emissions to land or water.
 - Traffic, including the hours of delivery and despatch.
 - Light spill or glare.
- Site Plan and floor plan that includes:
 - The boundaries and dimensions of the site.
 - Adjoining roads.
 - Existing site constraints (ie buildings and structures, trees, vegetated areas, fences and walls)
 - Driveways, car parking layout and loading areas.
 - Floor plans of existing and proposed buildings and works identifying the intended use of the components of the building(s).

If 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. (For more information please contact the EPA on 1300 372 842).
- Whether a licence under the Dangerous Goods Act 1985 is required. (For more information please contact WorkSafe Victoria (03) 9641 1444 or 1800 136 089 (toll free)).
- The likely effects on adjoining land, including air-borne emissions and emissions to land and water.

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If a licensed premises:

- Copy of the completed application under the *Liquor Control Reform Act 1998* (if applicable).
- Copy of the existing and proposed “Plans of licensed premises” as required for an application under the *Liquor Control Reform Act 1998* (if applicable). (Red Line Plans)

If subdivision is proposed:

- Plan(s) of Subdivision.
 - A feature survey showing all existing conditions including (but not limited to) driveways, creeks, fences, buildings and other structures, landscaping, native vegetation.
 - Plan of subdivision to identify the proposed new boundaries, including distances between existing site features to proposed boundaries.
 - A written statement explaining:
 - The purpose of the subdivision, including the purpose of each proposed new lot.
 - The current use of the land.
 - The area of each proposed new lot.
 - How the subdivision relates to surrounding land uses and zones.

If signage is proposed:

- Completion of *Advertising Signage Checklist*.

If reduction of car parking is proposed:

- Completion of the *Waiving of Car Parking Requirements Checklist*.

If removal of native vegetation is proposed:

- Completion of the *Native Vegetation Removal Checklist*.



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Please note this is a checklist only. All applicants are urged to contact Council’s Town Planning Department on 03 5382 9798 prior to lodging their application to discuss the design and any other special requirements that might apply.

Applicant Declaration

I/We declare to the best of my/our knowledge and belief, that the particulars stated on this checklist are correct in every detail and that the information required has been supplied. I/We acknowledge that the Planning Permit Application may be returned to me/us if information is found to be missing or inadequate.

Applicants Name/s

Applicant signature/s

.....

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Date / / .

It is the responsibility of the applicant as the proponent of the activity requiring approval to determine if a Cultural Heritage Management Plan is required.

The Cultural Heritage Management Plan Check list is on the following page.

Cultural Heritage Management Plan Aboriginal Heritage Act 2006

Changes to the Aboriginal Heritage Act 2006 were introduced on 28 May 2007. The purpose of the Act is to provide for the protection of Aboriginal Cultural Heritage in Victoria.

You must find out if a CHMP is required under the Aboriginal Heritage Act. Information in relation to the Aboriginal Heritage Act and requirements can be found at <http://www.dpcd.vic.gov.au/indigenous/aboriginal-cultural-heritage/cultural-heritage-management-plans> and CHMP self-assessment at www.aav.nrms.net.au/aavQuestion1.aspx

It is the responsibility of the applicant as the proponent of the activity requiring approval to determine if a Cultural Heritage Management Plan is required.

The following information **must** be provided when lodging a planning application. Please advise which is applicable to your planning application:

- A Cultural Heritage Management Plan is NOT required (a copy of the cultural heritage self-assessment is attached)
- An approved Cultural Heritage Management Plan is attached:
- A Cultural Heritage Management Plan is required and has NOT been approved. Refer note 1.

Note 1: Under Section 52 (1) of the Aboriginal Heritage Act 2006 the responsible authority must not grant a planning permit without an approved CHMP. Under Section 52 (4) of the Aboriginal Heritage Act 2006 until the responsible authority has received a copy of the approved CHMP the time required for the responsible authority to make a decision is deemed NOT to have commenced.

This form must be signed. Remember it is against the law to provide false or misleading information, which could result in the planning permit being invalid.

I declare that the above information is true and correct and the owner (if not myself) has been advised.

Name:

I am the: (tick all that apply)

- Owner Applicant

Signature: Date: