



## Have you **CHECKED** the **LIST?**

City of Darebin  
**Planning**  
8470 8850  
[www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

A Planning Permit may be required to use, construct or extend a building for a commercial or industrial purpose. You should contact the City of Darebin to establish if you require a Planning Permit.

### CHECKLIST FOR APPLICATIONS

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application, we encourage you to contact Council.

#### For all Planning Applications the following must be provided:

- an Application Form completed and signed
- a complete copy of Title for the land showing the Registered Search Statement and the Plan of Subdivision. The copy of Title must be clear and legible and have been produced within the previous three months
- full copy of instrument and transfer, and a full, clear legible copy of the covenant if a registered restrictive covenant applies to the land
- the prescribed application Fee

In addition to the information required above for all planning applications, the following should be provided in accordance with the *Electronic Lodgement Guidelines*:

- a site context plan showing the uses and buildings in the surrounding area. The site context plan should typically include properties within at least 100 metres of the site
- one copy of fully dimensioned plans and elevations at preferred scales of 1:100 or 1:200 showing the following (as appropriate):
  - site levels and all finished floor levels for the development to Australian Height Datum (AHD) levels

*(checklist continued from previous page)*

- details of any cut and fill
- the location and internal layout of existing and proposed buildings and works
- details of directly abutting properties including use and the layout of buildings and works
- wall and overall building heights as measured above natural ground level
- vehicle access and crossings i.e driveways and the number and location of car parking spaces
- mature trees to be retained or removed. Council encourages the retention of mature trees where possible
- areas where landscaping is proposed
- areas for general storage and the storage of waste and recyclables
- indicative location of proposed signs
- shadow diagrams if the proposed development will cast shadows on adjoining residential land. Shadow diagrams should show shadows cast by both existing and proposed building and structures (including fences) at the September equinox for the hours of 9am, 10am, 2pm and 3pm.

Where an application for a planning permit is required for the use of the site the following is required:

- a written statement describing how the proposed use will operate including:
  - details of the types and extent of activities to be carried out on the site
  - the types of goods to be stored on the site
  - the hours and days of operation
  - the maximum number of staff proposed to be on the site at any one time.
- the likely effects, if any, on the adjoining properties and the neighbourhood, including:
  - noise levels
  - air-borne emissions

*(checklist continued from previous page)*

- emissions to land or water
- traffic generated by the proposal, including the hours of delivery and despatch.
- light spill, solar access and glare
- the methods of maintaining land not required for immediate use
- written assessment of the car parking availability in the vicinity of the site and the adequacy of car parking to accommodate the demand generated by the proposed use. For more complex applications a Traffic Impact Assessment report may be required to justify the proposed parking provision.
- if the use is for industry or warehouse:
  - the purpose of the use and the type of industrial process
  - 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 notification under the Occupational Health and Safety (Major Hazard Facilities) Regulations 2000 is required, a licence under the Dangerous Goods Act 1985 is required, or a fire protection quantity under the Dangerous Goods (Storage and Handling) Regulations 2000 is exceeded

**Disclaimer:**

**Please note this Checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after lodgement.**

**Note:**

Other controls in the planning scheme may affect your proposal. Please check the planning scheme requirements before submitting a planning application by visiting the City of Darebin website at [www.darebin.vic.gov.au/planning](http://www.darebin.vic.gov.au/planning) or contacting Council's Planning Team between 8:45am to 4:45pm, Monday to Friday on 8470 8850.

