

Have you CHECKED the LIST?

City of Darebin
Planning
 8470 8850
www.darebin.vic.gov.au

If you are making changes to your property, such as either:

- Changing the use of your property; or
- Increasing the size of your building or floor area of an existing use

the Darebin Planning Scheme requires that a set number of car parking spaces be provided on-site in accordance with the table found at Clause 52.06-5 of the Darebin Planning Scheme. Council understands that this may not always be possible, so if you want to reduce the number of required car parking spaces, you can apply for a planning permit.

Below are examples of car parking requirements under Clause 52.06-5.

USE	Car Space Measure	Rate
Convenience Restaurant	To each patron	0.3
Restaurant	To each patron	0.4
Take Away	To each 100 sq m of floor area	4
Industry	To each 100 sq m of floor area	2.9
Medical Centre	To the first person providing health services plus	5
	To every other person providing health services	3
Office	To each 100 sq m of floor area	3.5
Shop	To each 100 sq m of floor area	4

Please refer to Clause 52.06 of the *Darebin Planning Scheme* for a full list of the car parking requirements.

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 on (03) 8470 8850.

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*:

- one copy of fully dimensioned plans and elevations at preferred scales of 1:100 or 1:200 showing the following (as appropriate):
 - site layout showing existing uses, buildings, car parking spaces/bicycle facilities and loading bays
 - site layout showing proposed uses, buildings, car parking spaces/bicycle facilities and loading bays
 - an area plan showing car parking/bicycle facilities available within 400m walking distance and access to public transport
- a written statement providing an assessment against the requirements of Clause 52.06 (car parking) and/or Clause 52.34 (bicycle facilities) of the Darebin Planning Scheme. The statement should include the following:
 - full details of the existing and proposed use, including:
 - nature of the use
 - days and hours for trading

(checklist continued from previous page)

- number of tables and chairs within the premises
- number of patrons and staff / practitioners
- floor area
- number of existing and proposed on-site car spaces/bicycle facilities
- any car parking/bicycle facility credits that may apply to the site
- number of on-site car spaces provided in accordance with expectations of the Disability Discrimination Act 1992 and AS1428
- a written statement detailing:
 - availability of nearby on-street loading/unloading bays
 - anticipated frequency and times of deliveries
- a Car Parking Demand Assessment (refer to the requirements of Clause 52.06-6 of the Darebin Planning Scheme). This assessment could be prepared by the permit applicant for modest proposals.
- a Traffic Impact Assessment prepared by a traffic engineer may be required, depending on the nature of the application. Please contact Darebin's Statutory Planning Unit to determine if this assessment is required.

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 or contacting Council's Planning Team between 8:45am to 4:45pm, Monday to Friday on 8470 8850.

