

Checklist – Commercial activities



An application for the use and development of land for commercial activities should be accompanied by the following information:

Yarriambiack
SHIRE COUNCIL

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| <p>A current copy of title and details of any registered restrictive covenant or Section 173 Agreement</p> | <ul style="list-style-type: none"> <input type="checkbox"/> A copy of title and associated restrictions can be accessed https://www.landata.online/. The title must be no older than 90 days old |
| <p>Development plan</p> | <p>The plan should be drawn to a scale of 1:100 or 1:200 and show:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The location of any existing buildings to be retained and proposed buildings. The plans must include the setback of all structures from side boundaries. <input type="checkbox"/> Location of car parking facilities, including access ways and turning areas. Dimensions of all car spaces, including internal dimensions of garaging, must be provided, along with dimensioned access way widths. <input type="checkbox"/> Floor plan <input type="checkbox"/> Elevations correctly labelled showing building heights and wall heights from natural ground level, finished floor and ceiling levels. It is recommended that levels are provided. <input type="checkbox"/> Details of any fencing. <input type="checkbox"/> A schedule of materials and finishes. <input type="checkbox"/> Location of buildings on adjoining properties <input type="checkbox"/> Location of existing and proposed vegetation including trees, garden beds and any other landscaping; <ul style="list-style-type: none"> <input type="checkbox"/> Location of driveways. Any driveways which provide access to a highway or a road with a Transport Zone 2 or 3 will require referral to the Head, Transport for Victoria. |
| <p>Any application requirements specified by the zone or overlay</p> | <p>The planning controls which apply to the land can be obtained and viewed at the following link: https://planning-schemes.app.planning.vic.gov.au/Yarriambiack/ordinance</p> |
| <p>Assessment against car parking and bicycle facilities requirements</p> | <p>The application will have to demonstrate that the new use meets the car parking requirements, such as the number of spaces and design standards, as specified in Clause 52.06.</p> <p>The requirements for car parking can be found here:</p> <ul style="list-style-type: none"> • https://planning-schemes.app.planning.vic.gov.au/Yarriambiack/ordinance/52.06 |

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| | <p>The application will also have to demonstrate that it meets the requirements for bicycle facilities, such as the number of spaces and change rooms, as specified in Clause 52.34. The requirements for bicycle facilities can be found here:</p> <ul style="list-style-type: none"> • https://planning-schemes.app.planning.vic.gov.au/Yarriambiack/ordinance/52.34 <p>If the application seeks to waive bicycle parking requirements, this must be specified in your application form.</p> |
| <p>Written submission</p> | <p>A written submission detailing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Previous use of the site; <input type="checkbox"/> Nature of the proposed use, including details of number of seats, hours of operation, staff and patron numbers; <input type="checkbox"/> Details of any works; <input type="checkbox"/> Advice as to whether a licence for the proposed use is required under the Dangerous Goods Act 1985; <input type="checkbox"/> Details on the transport of materials or goods to and from the site; <input type="checkbox"/> Types of goods to be stored or processed on the site; <input type="checkbox"/> Likely effects on adjoining land including noise levels, air borne emissions, emissions to land or water, traffic, hours of operation, light spill; <input type="checkbox"/> Means of maintaining land not required for immediate use; <input type="checkbox"/> Details of any car parking spaces allocated to the use. <p>Note: Some of these elements will not be relevant to your proposal, however to ensure your application can be processed quickly and efficiently it is important to provide as much detail as possible.</p> |
| <p>A completed Application for Planning Permit form and payment of the relevant fee</p> | <p>The forms, templates and relevant fees can be found at: https://www.yarriambiack.vic.gov.au/Plan-and-Build/Planning/Planning-Forms</p> <p>An application can also be lodged and paid online: https://yarriambiack.greenlightopm.com/</p> |

Other permits/ regulations you may need to consider:

Building Permit – obtained from a registered building surveyor.

Food Permits and/or Business Registration – depending on type of use (i.e. hairdresser, beauty salon, hotel, restaurant, café) you may need additional permits/registration. Please contact Council's Environmental Health Officer.

Disclaimer: Please note this checklist is for standard information required for lodgement. Additional information may be required by Council when assessing your application.