

Checklist 3 - Applications for Business Planning Permits

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

- An Application form completed and signed
- A full current copy of Title for the land showing the plan of subdivision
- The prescribed application fee
- Full copy of instrument and transfer if a registered restrictive covenant applies to the land

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

Buildings and works

- 3 copies of fully dimensioned development plans drawn at a scale of 1:100 or 1:200 which include, as appropriate:
 - The boundaries and dimensions of the site
 - Adjoining roads
 - Relevant ground levels
 - Elevations including colour and materials of all buildings and works
 - Driveways and vehicle parking and loading areas
 - The layout of existing and proposed buildings and works identifying the intended use of the components of the building
 - Landscape layout plan which includes the description of vegetation to be planted, the surfaces to be constructed, a site works specification and the method of preparing, draining, watering and maintaining landscape area
 - Any proposed signs
 - Written submission detailing content of proposed application

Use of land

- A written submission detailing the purpose of the use and the types of activities which will be carried out
- Proposed patron numbers and security arrangements for a licensed premises
- How excess land will be maintained
- The likely effects, if any, on the neighbourhood, including:
 - Noise levels and any remediation proposed
 - Traffic, including the hours of delivery and dispatch
 - Hours of operation
 - Light spill or glare
 - Solar access
- 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
 - Whether a licence under the Dangerous Goods Act 1985 is required
 - The likely effects on adjoining land, including air-borne emissions and emissions to land and water
- If a licensed premises:
 - Delineated area of Liquor Licence to be shown