



CAR PARKING

Checklist for Planning Permit Applicants

This document is intended to assist you in obtaining a planning permit with the City of Port Phillip for:

Reduction of car parking requirement

Waiver of car parking requirement

A new use must not commence or the floor area of an existing use must not be increased until the required car spaces have been provided on the land. A planning permit may be granted to reduce or to waive the number of car spaces required.

Applicants should seek the advice of the planning department to ascertain whether a planning permit or the written consent of Council is required. The same information will be required regardless of whether a planning permit or written Council consent is required.

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 arrange an appointment with a planner to discuss your intended proposal.

If all information is not provided at the time of submission, your application will not be lodged.

- Completed Application for Planning Permit form showing the correct address of the land, an accurate description of your proposal, is it signed and dated, have you provided us with a current contact Telephone No.? Is the address you have provided for yourself the address that you would like any mail to be sent to?
- Have you provided a full and current (within 3 months of lodging) copy of certificate of title, including a title plan/diagram showing any relevant covenants and restrictions?
- Have you provided a written statement addressing Clause 52.06 of the Port Phillip Planning Scheme?

Council may also require a parking and traffic report prepared by a Traffic Engineer outlining the nearby public transport infrastructure, the adequacy of existing parking provisions and the likely impacts of additional traffic on the existing street network.
- Have you provided at least 3 sets of a floor and site plan drawn to a scale of not less than 1:100, showing all relevant dimensions and the provision of car spaces available for the exclusive use of the premises?

All drawings should be A3 size and unbound, unless otherwise negotiated with Council.
- Have you paid the correct application fee, or included with your application the correct fees? For most applications the fee is determined by the cost of the development. If unsure please contact our Planning Business Support Staff.

Please note that this checklist is prescriptive only and that additional information may be required depending on the particulars of the application.

Our enquiries counter at the St Kilda Town Hall is open at the following times:

8.30am – 6.00pm Monday only

8.30am – 5.00pm Tuesday to Friday