

VicSmart Checklist 12

Reduce or waive loading/unloading requirements



Pre-application discussion: Was there a pre-application meeting? Who with and when?

No Yes – Planning Officer: Date:

Information Requirements

For all planning permit applications the following MUST be provided:

- A fully completed application form
 - Ensure you have entered the correct address of the land, an accurate description of your proposal, a current email address and phone number, that the Applicant address is the correct postal address, and that the form is signed and dated.
- The application fee
- A full and current copy of the Certificate of Title (dated within 3 months of your application), including the title plan/diagram showing any relevant covenants and restrictions. Provide confirmation that the present boundaries are the same as the title boundaries.

Office Use

Yes n/a

Accompanying Information

Note: Council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with us. The following information must be provided as appropriate.

- An A3 plan that is fully dimensioned, has a north arrow, is to scale (i.e. 1:100 @ A3), and includes a scale bar, showing:
 - The boundaries and dimensions of the site.
 - The location of existing buildings.
 - The site and floor area to be occupied.
 - All car parking spaces, loading facilities and access lanes.
 - Allocation of loading facilities to different uses or tenancies, if applicable.
 - Adjoining roads.
- A written statement that describes:
 - The proposed use and hours of operation.
 - The type of commercial vehicles to be used for the supply of goods and the proposed delivery hours.

Office Use Only

Checked by: _____ Signature: _____ Date: _____