

VicSmart Checklist 11

Reduce a car parking requirement



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
 - ① 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.
- Signed declaration on the application form
- The application fee
- A full and current copy of the Certificate of Title (dated within 3 months of your application). The title information must also include a 'register search statement' and the title diagram, and any associated instruments.

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.

- A plan drawn to scale and fully dimensioned showing:
 - The boundaries and dimensions of the site.
 - The location of existing buildings.
 - All car parking spaces and access lanes.
 - Allocation of car parking spaces to different uses or tenancies, if applicable.
 - Landscaping and sensitive water design treatments.
- A written statement that describes:
 - The proposed use of the site, number of employees and patrons and hours of operation.
 - The previous use of the site.
 - The site and floor area to be occupied.
 - The number of car parking spaces required under Clause 52.06-5 or in a schedule to the Parking Overlay.

Office Use Only

Checked by:

Signature:

Date:

Our enquiries counter at St Kilda Town Hall is open from 8.30am to 5.00pm Monday to Friday
T: 9209 6424 E: planhelp@portphilip.vic.gov.au www.portphilip.vic.gov.au

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- The total number of car parking spaces provided.
- The likely impact of a reduction in car parking on the amenity of the area and on the area's existing car parking.

<u>Office Use</u>	
Yes	N/A
<input type="checkbox"/>	
<input type="checkbox"/>	

Note:

- ① If a proposal falls into more than one VicSmart class of application, the information requirements of each class apply and the corresponding checklists should be completed.

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