

Planning Application Fact Sheet

Requesting a reduction in car parking



Whether you're opening a new café or a new medical centre, there are requirements to provide car parking to allow people to easily use your service and surrounding services.

However providing the required amount of parking is not always easy, particularly in busy activity centres. Parking can also take up valuable space, and discourages active modes of transport so a balanced approach is required.

This fact sheet provides information on when and how to apply for a planning permit to reduce the required car parking rates of the Hobsons Bay Planning Scheme.

How do I know if I need a planning permit to reduce the standard car parking rate?

The Hobsons Bay Planning Scheme outlines the car parking requirements for a variety of uses, this is located in a table at [Clause 52.06-5](#) of the Hobsons Bay Planning Scheme.

The table identifies a rate (such as 4 spaces) and a measure (such as per 100 square metres of leasable floor area). If you are beginning a new use or extending an existing use and can't meet this rate, a planning permit is required to reduce (including reduce to zero) the number of car parking spaces required.

The table also refers to a separate rate where there is a schedule to the Parking Overlay however there are no Parking Overlays currently within Hobsons Bay.

Even if you comply with the statutory car parking rate, [Clause 52.06-7](#) of the Hobsons Bay Planning Scheme requires a car parking plan be submitted to Council prior to a new use beginning or an existing use changing. Full details of what is required is located within this clause.

What does Council consider when assessing my application?

The main document that Council will consider is the Car Parking Demand Assessment. This Assessment (see Application checklist for more information) provides an assessment of the car parking demand likely to be generated by the proposal, in the context of the transport opportunities and other uses within the area.

Application Checklist:

Applications for a reduction in the standard car parking rate may be eligible for the [VicSmart application process](#). VicSmart is a streamlined assessment process for straightforward planning permit applications. These types of applications require separate information, please check Council website to see if your application is eligible and what is required.

Applications should be lodged through Council's [Greenlight Portal](#), and be accompanied by an electronic copy of the following information:

- application Fee: Identified as Class 1 on Council's [Schedule of Fees](#)
- a recent full copy of title (less than 90 days old) and details of any restrictive covenant. A full copy of title can be obtained from the LANDATA website, <https://www.landata.vic.gov.au/>.
- a Car Parking Demand Assessment which assesses the car parking demand likely to be generated by the proposal. The Assessment must include:
 - the likelihood of multi-purpose trips within the locality which are likely to be combined with a trip to the land in connection with the proposed use
 - the variation of car parking demand likely to be generated by the proposed use over time
 - the short-stay and long-stay car parking demand likely to be generated by the proposed use
 - the availability of public transport in the locality of the land
 - the convenience of pedestrian and cyclist access to the land
 - the provision of bicycle parking and end of trip facilities for cyclists in the locality of the land
 - the anticipated car ownership rates of likely or proposed visitors to or occupants (residents or employees) of the land
- it may be necessary to submit a car parking assessment prepared by a suitable qualified Traffic Engineer, depending on how many car parking spaces you require to be reduced.

- a site plan drawn to an appropriate scale, showing:
 - the boundaries and dimensions of the site
 - the layout of all proposed buildings on the site and those directly adjoining the site
 - any significant vegetation
 - dimensioned setbacks from all boundaries.
 - the current and proposed use(s) of all areas of the site
 - the location of all car parking (if any), including dimensions of all car parking spaces (as above)
 - the location and dimensions of all accessways on the site (if any)
 - details of any proposed signage (see the Outdoor advertising signage factsheet for further information and whether a planning permit is required)

Please note that applications not lodged through the Greenlight Portal must also be accompanied by a fully completed Application for Planning Permit form.

Further information may be required once an initial assessment of the application has occurred.

If you would like to find out more or speak to one of Council's planners, please call 9932 1000 or email townplanning@hobsonsabay.vic.gov.au