

# CONSTRUCT BUILDINGS AND WORKS IN AN INDUSTRIAL, COMMERCIAL, SPECIAL USE OR COMPREHENSIVE DEVELOPMENT ZONE

Checklist for VICSMART planning permit applications

## When is a planning permit required and what qualifies it as a VICSMART application?

A planning permit is required to construct a building or carry out works in any commercial, industrial, special use or comprehensive development zones within Hobsons Bay. An application for buildings or works qualifies as a VicSmart application if:

- the land is within an Industrial Zone, and the estimated cost of the buildings or works does not exceed \$1,000,000
- the land is within a Special Use Zone, Comprehensive Development Zone or Commercial Zone and the estimated cost of the buildings or works does not exceed \$500,000
- the use of the land is not for a purpose listed in the tables to Clause 53.10 of the Hobsons Bay Planning Scheme
- the use of the land is not for a Brothel or Adult Sex Product Shop

You should check if the subject site is covered by an overlay to make sure a permit is not required under a separate provision of the Planning Scheme. If so, check the relevant VicSmart checklists to ensure the proposal can be classed as a VicSmart application.

To ensure that we can process your application as quickly as possible, please read the checklist on the following page carefully and ensure that you have provided all the necessary documentation otherwise your application will not be accepted.

If you are unclear on any aspect of your application, please contact Town Planning on email [townplanning@hobsonsbay.vic.gov.au](mailto:townplanning@hobsonsbay.vic.gov.au) or telephone 9932 1000 to discuss your proposal.




### Office Use Only

Is this a VicSmart application?  Yes  No Provision: Clause 59.04 (Buildings and works in a zone)

Has all information been provided?  Yes  No Comment: \_\_\_\_\_

Application checked by: \_\_\_\_\_ Date: \_\_\_\_\_

**Hobsons Bay City Council**  
115 Civic Parade, Altona  
PO Box 21, Altona 3018  
Telephone (03) 9932 1000  
Fax (03) 9932 1039

NRS phone 133 677 and quote 03 9932 1000  
Email [customerservice@hobsonsbay.vic.gov.au](mailto:customerservice@hobsonsbay.vic.gov.au)  
 [www.twitter.com/hobsonsbaycc](https://www.twitter.com/hobsonsbaycc)  
 [www.facebook.com/HobsonsBayCityCouncil](https://www.facebook.com/HobsonsBayCityCouncil)  
 [www.hobsonsbay.vic.gov.au](http://www.hobsonsbay.vic.gov.au)

**HOBSONS  
BAY CITY  
COUNCIL**



# CONSTRUCT BUILDINGS AND WORKS IN AN INDUSTRIAL, COMMERCIAL, SPECIAL USE OR COMPREHENSIVE DEVELOPMENT ZONE

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

For all planning permit applications the following MUST be provided:

- a completed application form

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- the application fee

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- copy of title and any registered restrictive covenant  
Certificate of Title must be less than 90 days old, include the Title Plan and details of any Restrictive Covenants and/or Encumbrances that are referred to on the Title. This information can be obtained from Land Victoria (telephone 8636 2010) or [www.land.vic.gov.au](http://www.land.vic.gov.au)

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- a description of the use of the land and the proposed buildings and works

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- one electronic copy of a layout plan drawn to scale (1:100) and fully dimensioned showing:
  - the boundaries and dimensions of the site

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  - adjoining roads

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  - the location, height and use of buildings and works on adjoining land

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  - relevant ground levels

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  - the layout of existing and proposed buildings and works

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  - any contaminated soils and filled areas, where known

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  - all existing and proposed driveways, car parking, bicycle parking and loading areas

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  - existing and proposed landscape areas

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  - all external storage and waste treatment areas

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  - the location of easements and services

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- one electronic copy of elevation drawings to scale showing the height, colour and materials of all proposed buildings and works

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- a photograph of the building or area affected by the proposal

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- a written statement describing the proposal and if relevant:
  - the built form and character of adjoining and nearby buildings

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  - heritage character of adjoining heritage places

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  - ground floor street frontages, including visual impacts and pedestrian safety

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- a written statement describing whether the proposed buildings and works meet:
  - the number of car parking spaces required under Clause 52.06 - Car parking

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  - any development requirements specified in the zone or the schedule to the zone

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  - any other information specified in the schedule to the zone

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- turning circles for the largest vehicles accessing the site

**Declaration:** This must be signed by the applicant\*

I declare that I am the applicant and that I have provided all the information required in this checklist.

Signature:

Date: