

REDUCE A CAR PARKING REQUIREMENT

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 reduce the amount of car parking required under the Car Parking provision at clause 52.06 of the Hobsons Bay Planning Scheme. The reduction in car parking qualifies as a VICSMART application if:

- the reduction is by no more than 10 car parking spaces

You should check the zoning of the land and any overlays that may affect the site to make sure a permit is not required under a separate provision of the Planning Scheme. If a permit is required, you should also 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 about any aspect of your application, please contact Town Planning on email townplanning@hobsonsbay.vic.gov.au or telephone 9932 1000 to discuss your proposal.

Office Use Only	
Is this a VicSmart application? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provision: Clause 59.10 (Car Parking)
Has all information been provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Comment: _____

Application checked by: _____	Date: _____

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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

- the application fee

- 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

- one electronic copy of 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

 - 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

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: