

APPLICATION REQUIREMENTS: REDUCING OR WAIVING CAR PARKING REQUIREMENTS

This information sheet sets out what you need to provide to Council when applying to reduce or waive the car parking requirements for a particular use as set out in the Mitchell Planning Scheme.

When you construct a new building; extend an existing building; or change the use of the land, Clause 52.06 of the Mitchell Planning Scheme sets out that a specific number of car parking spaces must be provided on the land before the use can start. In some cases it may not be possible to provide all the car parking spaces required, and you may need to apply for a planning permit to reduce or waive the car parking requirements of Clause 52.06 of the Mitchell Planning Scheme.

To find out how many car parking spaces are required to be provided on your land, please visit <http://planningschemes.dpcd.vic.gov.au/schemes/mitchell> and follow the links to Clause 52.06. Alternatively you can contact Council's Statutory Planning Department.

If you cannot provide some or all of the required car parking spaces on your land, a planning permit may be required to reduce the car parking requirements of the Mitchell Planning Scheme, and you will need to make an application for a planning permit.

Council requires certain information to be provided in order to properly assess your application against the planning controls contained in the Mitchell Planning Scheme. To ensure that your application can be processed quickly and efficiently, it is important that all the relevant information is included.

An application to reduce or waive the number of car parking spaces for a particular use must be accompanied by the following information:

Standard information to be provided with all applications

- **A fully completed and signed application form.** The application form can be obtained from the Statutory Planning page on Council's website.
- **A full current copy of Title** for the land, including current ownership details, title plan and a full copy of any registered covenants, restrictions or Section 173 Agreements that apply to the land. The copy of Title must be clearly legible and no older than 3 months. A copy of the Title can be obtained by contacting the Victorian Land Titles Office on (03) 8636 2456 or download a copy from <https://www.landata.vic.gov.au>.
- **The prescribed application fee.** Please refer to the fee schedule on Council's website or contact Council's Statutory Planning Department to determine the applicable fee.

Specific information relevant to a car parking

- **A written statement** setting out how the land is **currently used**.

Contact us:

t: (03) 5734 6200
e: mitchell@mitchellshire.vic.gov.au
w: www.mitchellshire.vic.gov.au

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- A **written statement** setting out how the land is **proposed to be used** and details of proposed staff and patron/customer numbers (if relevant).

Plans to support the proposal (including three copies of the plans with at least one copy at an A3 size)

- Three (3) copies of a **proposed site layout plan** drawn at a scale of 1:100 or 1:200 which includes, as appropriate:
 - The boundaries and dimensions of the site.
 - Adjoining roads.
 - The location of all buildings, including details of how they will be used and their proximity in relation to title boundaries.
 - The location and use of buildings on adjoining properties including habitable room windows and private open space areas of any dwellings.
 - The location and dimensions of driveways and vehicle parking areas.
- Three (3) copies of a fully dimensioned **floor plan** drawn at a scale of 1:100 or 1:200 which includes:
 - The layout of the building, including details of how each part of the building will be used.
 - The total floor area of each part of the building to be occupied by the proposed use.

Other information to support the application

- A **car parking demand assessment** which addresses the following matters:
 - 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 vicinity of the land.
 - The anticipated car ownership rates of likely or proposed visitors to or occupants (residents or employees) of the land.
 - Any empirical assessment or case study.

Some other relevant things to consider

VicSmart applications

Where an application involves the reduction of no more than 5 spaces then it may be eligible for consideration as part of the fast track VicSmartcar process. You can find more information from the VicSmart page on the Statutory Planning page of Council's website.

Alterations or extensions to buildings or the construction of a new building

If you wish to alter or extend an existing building or construct a new building as part of your proposal to display advertising signs on the land, you may be required to obtain a planning

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permit for buildings and works. Further information regarding applying for a buildings and works can be found in Council's 'Minor Buildings and Works' Information Sheet.

Use of the land

If you wish to alter the way in which the buildings is being used then you may also need a planning permit for a change of use. Further information regarding applying for a change of use can be found in Council's 'Change of Use' Information Sheet.

Pre-application

Before you submit an application for a change of use, it may be useful to have a pre-application meeting with the Statutory Planning Department to ensure that any preliminary issues or concerns are addressed before your application is submitted. Please contact the Statutory Planning Department to arrange a pre-application meeting.

For further information and to lodge an application

Visit our website	www.mitchellshire.vic.gov.au
Send us an email	mitchell@mitchellshire.vic.gov.au
Give us a call	(03) 5734 6200 (option 3) <i>Monday to Friday, 9.00am – 5pm</i>
Visit a planner	Planning and Building Services Office Level 1, 61 High Street, Wallan <i>Monday to Friday, 9.00am – 5pm</i>

The following options are available to lodge your application:

In person Planning and Building Services Office Level 1, 61 High Street, Wallan; <i>(This Office only has EFTPOS and Credit Card facilities and does not accept cash or cheque payment)</i> or Broadford Customer Service Centre 113 High Street, Broadford	By post Statutory Planning Department Mitchell Shire Council 113 High Street, Broadford 3658 <i>(please include a cheque payment or call to make a credit card payment)</i>
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Note: These requirements are intended as a guide for applicants only and may vary depending on the extent of the proposed use and/or development. This list of information to be provided is not exhaustive and is compiled without the benefit of a site inspection or referrals which might reveal other material constraints and/or considerations. Additional items may be required to enable a proper consideration of an application. Council reserves the right to request additional information pursuant to Section 54(1) of the Planning and Environment Act 1987. Other planning scheme controls may also affect your proposal. Please check the planning scheme requirements before submitting an application by visiting the Department of Environment, Land, Water and Planning Website or visiting the planning enquiries counter at the Planning and Building Services Office of Mitchell Shire Council.

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