



CAR PARKING

REDUCE THE REQUIRED NUMBER OF CAR PARKING SPACES BY NO MORE THAN FIVE SPACES

VicSmart is a simple and fast assessment process for straightforward planning permit applications designed to deliver planning outcomes in 10 business days. There are certain categories of application that form part of the VicSmart process with details available on the Council website.

This checklist relates to an application to reduce the number of car parking spaces that are required for particular uses identified at Clause 52.06 of the Mitchell Planning Scheme. This checklist only applies to small reductions where the total reduction of car parking spaces is no more than 5 spaces.

If a planning permit is required to vary any other standard such as the layout or design of car parking spaces or areas as set out at Clause 52.06 of the Mitchell Planning Scheme, then you will need to follow a different process. Please have a chat to a planner to discuss your options.

All of the information in the checklist needs to be provided to ensure that your application can be assessed as quickly as possible. Please use the tick box and sign the declaration at the bottom to confirm you have provided all of the information.

APPLICATION REQUIREMENTS		Applicant use	Council use
1	A completed application form	<input type="checkbox"/>	<input type="checkbox"/>
2	Signed declaration on the application form	<input type="checkbox"/>	<input type="checkbox"/>
3	The application fee	<input type="checkbox"/>	<input type="checkbox"/>
4	Copy of title and any registered restrictive covenant <i>Provide a full, current copy of the title (no more than three months old) for each individual parcel of land forming the subject site. (The title includes the covering registered search statement, the title plan of subdivision and the associated title documents, known as 'instruments', e.g. restrictive covenants)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	Three (3) copies of a plan, drawn to scale and fully dimensioned showing: <ul style="list-style-type: none"> ▪ 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	A written statement that describes: <ul style="list-style-type: none"> ▪ 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 ▪ 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

I acknowledge that if I have not provided all of the information set out in the checklist or if there are any errors in the documentation then Council will request further information in order to properly assess the application. This will result in longer processing times.

Sign / Date