



LOADING AND UNLOADING FACILITIES

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 or waive the loading and unloading requirements that are required at Clause 52.07 of the Mitchell Planning Scheme when buildings or works associated with the manufacture, servicing, storage or sales of goods or materials are constructed.

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 ▪ The site and floor area to be occupied ▪ All car parking spaces, loading facilities and access lanes ▪ Allocation of loading facilities to different uses or tenancies, if applicable ▪ Adjoining roads 	<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"/>
6	A written statement that describes: <ul style="list-style-type: none"> ▪ The proposed use and hours of operation ▪ The type of commercial vehicles to be used for the supply of goods and the proposed delivery hours 	<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