



STATUTORY PLANNING CHECKLIST

Change of use

Use this information as a guide to complete your application to change the way your land is used.

Considerations that may affect your application

When making a decision on an application of this nature, Council will generally consider:

- The planning controls that apply to the site.
- The planning policy framework found within the Mitchell Planning Scheme.
- Any impacts the use of the land may have on the site or surrounds.

Documents to submit with your application

Council requires certain information to be provided with your application in order to properly assess it.

To ensure that your application to change the use of your land can be processed quickly and efficiently, it is important that you provide the following documentation:

	Document
1	A complete and valid certificate of title.
2	Metropolitan Planning Levy certificate (if applicable).
3	A written statement setting out how the land is currently used.
4	<p>A written statement setting out how the land is proposed to be used, which includes, as appropriate:</p> <ul style="list-style-type: none"> ○ Details of the types of activities proposed to be carried out. ○ The proposed hours of operation. ○ Proposed staff and patron/customer numbers. ○ Details of vehicle parking arrangements on the land, including the number of car parking spaces and bicycle parking facilities to be provided. ○ The likely effects of the proposed use on adjoining land. This should include information about noise levels, traffic predictions, hours of delivery and dispatch of goods and materials, light spill, solar access, glare and any other relevant information. ○ Detail of how parts of the land not required for immediate use will be maintained. ○ The type and quantity of materials and goods to be stored, processed, produced or delivered to/from the land. ○ If the proposal is for an industry or warehouse use: <ul style="list-style-type: none"> - The likely effects of the use on adjoining land, including details of air-borne emissions or emissions to land and water.



	<ul style="list-style-type: none"> - Details of whether a Works Approval or Waste Discharge Licence is required from the Environment Protection Authority. - Details of whether a notification under the Occupational Health and Safety (Major Hazard Facilities) Regulations 2000 is required, a licence under the Dangerous Goods Act 1995 is required, or a fire protection quantity under the Dangerous Goods (Storage and Handling) Regulations 2000 is exceeded.
5	<p>A proposed site plan drawn at an appropriate scale (generally 1:100 or 1:200) in A1 or A3 format which includes the following as a minimum as appropriate:</p> <ul style="list-style-type: none"> • The boundaries and dimensions of the site. • Relevant ground levels. • Adjoining roads and accessways. • Location and layout of the proposed buildings or works, with setbacks to boundaries and other key existing developments or natural features found on the site. • The location of all existing buildings or vegetation on the site or adjoining properties. • The location and use of buildings on adjoining properties including habitable room windows and private open space areas of any dwellings. • The location of existing or proposed septic tanks or effluent fields including their set back from any watercourse, waterway or dam. • The location of any proposed landscaping or vegetation within the site. • The location and dimensions of driveways and vehicle parking areas. • All external storage and waste treatment areas. • Areas not required for immediate use. • Construction details of all drainage works, driveways, vehicle parking.
6	<p>A proposed floor plan drawn at an appropriate scale (generally 1:100 or 1:200) in A1 or A3 format which includes the following as a minimum as appropriate:</p> <ul style="list-style-type: none"> • Dimensions of built form and internal layouts of the buildings. • Finished Floor Levels and overall building and wall heights above natural ground level to Australian Height Datum (AHD) or a Reference Level (RL) . • Slope of land and any cut or fill required. • Swept paths for vehicular access to any parking areas. • Materials, finishes and colour schedule with photographic imagery required for the façade exterior, roof Material, glazing, garage door, window frames/trim.

Other things to consider

Other considerations for an application of this nature may include:

- Updating advertising signage for the changed use or business.
- Car parking requirements and the impact on existing vegetation on the site and adjoining properties.



This type of information may be required after a planning permit is issued. A Council Planning will contact you if more information is needed.

Contact Us

Send us an email mitchell@mitchellshire.vic.gov.au

Give us a call [\(03\) 5734 6200](tel:(03)57346200) (option 3)
Monday to Friday, 9.00am – 5pm

Visit a planner Planning and Building Services Office
Level 1, 61 High Street, Wallan
Monday to Friday, 9.00am – 5pm