

STATUTORY PLANNING CHECKLIST

Commercial Development

Use this information as a guide to complete your application for a commercial or retail development in a commercial area.

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 and the planning policy framework found within the Mitchell Planning Scheme.
- The impact of the development on the amenity of the area.
- How the proposed built form responds to the character of the area and the streetscape.
- How waste and car parking will be managed.

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 can be processed quickly and efficiently, it is important that you provide the following documentation:

	Document
1	Development plans including site plan, floor plans, garden area plan, elevation plans and shadow diagrams.
2	A written response against relevant the relevant zones and policies of the Mitchell Planning Scheme, as well as the General Decision Guidelines of Clause 65. This report is generally known as a Town Planning Report.
3	A written submission indicating: <ol style="list-style-type: none"> a) The general activities of the proposed or existing use. b) The number of staff. c) The hours of operation. d) Whether any advertising signage is proposed.
4	The type and quantity of goods to be stored, processed or produced.
5	A Landscape Plan which includes the description of vegetation to be planted, the surfaces to be constructed, site works specification and method of preparing, draining, watering and maintaining the landscape area.
6	Construction details of all drainage works, driveways, vehicle parking and loading areas.



Other things to consider

Other considerations for an application of this nature may include:

- Whether a Works Approval or Waste Discharge Licence is required from the Environment Protection Authority.
- Whether a notification under the Occupational Health and Safety Regulations 2017 is required, a licence under the Dangerous Goods Act 1985 is required, or a fire protection quantity under the Dangerous Goods(Storage and Handling) Regulations 2012 is exceeded.
- The likely effects on adjoining land, including air-borne emissions and emissions to land and water.
- Impact of the development on the vegetation of the land.
- Traffic and car parking, which is usually addressed as part of a traffic report which may be known as a Transport Impact Assessment or Traffic Impact Assessment Report.
- How waste will be managed.
- If and how the amenity of the area may be impacted by the proposal.
- What type of, if any, advertising signage is proposed.

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