



Plan Pac – Applications for Commercial Planning Permits

For all planning applications the following MUST be provided:

- ☐ A completed and signed ' Application for Planning Permit Form'
- ☐ A full current copy of Title for the land showing the plan of subdivision (no older than 3 months)
- ☐ The prescribed application fee
- ☐ Details of any relevant easement, covenant or Section 173 Agreement that applies to the land

In addition to the information required above for all planning applications, the following should be provided:

Buildings and works

- ☐ 3 copies (A4 or A3) of fully dimensioned development plans drawn at a scale of 1:100 or 1:200 which include, as appropriate:
 - ☐ The boundaries and dimensions of the site
 - ☐ Adjoining roads
 - ☐ The location, height and purpose of buildings and works on adjoining land
 - ☐ Relevant ground levels
 - ☐ The site layout of existing and proposed buildings and works
 - ☐ All driveway, carparking and loading areas
 - ☐ Proposed landscape areas
 - ☐ All external storage and waste treatment areas
 - ☐ Areas not required for immediate use
- ☐ 3 copies (A4 or A3) of fully dimensioned development plans drawn at a scale of 1:100 or 1:200
 - ☐ Floor plans of proposed buildings
 - ☐ Elevations drawings to scale showing the colour and materials of all buildings and works
 - ☐ Construction details of all drainage works, driveways, vehicle parking and loading areas

- ☐ All landscape layout 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

Use of land

- ☐ A written submission detailing the purpose of the use and the types of activities which will be carried out
- ☐ The likely effects, if any, on adjoining land, including noise levels, traffic, the hours of delivery and despatch of goods and materials, hours of operation and light spill, solar access and glare
- ☐ The means of maintaining land not required for immediate use
- ☐ If an industry or warehouse:
 - ☐ The type and quantity of goods to be stored, processed or produced
 - ☐ Whether a Works Approval or Waste Discharge Licence is required from the Environment Protection Authority
 - ☐ Whether a notification under the Occupational Health & Safety (Major Hazard Facilities) Regulations 2000 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 2000 is exceeded
- ☐ The likely effects on adjoining land, including air-borne emissions and emissions to land and water
- ☐ If a licensed premises a delineated area of Liquor Licence to be shown

**Please note that this checklist is for standard information required for lodgement.
Additional information may be required by the assessing planning officer at lodgement.**

For further assistance in the preparation of your application, please call the Planning Department on (03) 5871 9222.