



Commercial Priority

Checklist planning applicants

This checklist is a guide only. For a checklist tailored to your application, request a pre-application meeting.

1. Title

A copy of the Certificate of Title no older than 3 months and a full copy of any registered restrictive covenants on the land. A copy of title can be obtained from: www.landata.vic.gov.au

2. Description of proposal

- Details of all existing and proposed use(s)
- Proposed days and hours of operation.
- Maximum number of patrons and employees
- Details of any music to be played on the site and indicate if it is to be background music.
- Maximum number of seats (indoor and outdoor) required for the proposed use, if applicable.
- The means of maintaining land not required for immediate use.
- The likely effects, if any, on the surrounding area, including:
 - noise levels
 - traffic
 - the hours of delivery and despatch of goods and materials
 - collection of waste
 - light spill
 - solar access and glare
 - air-borne emissions and emissions to land or water.

For 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 EPA.
- Whether a licence under the Dangerous Goods Act 1985 is required

3. Planning Submission

How the proposal meets the requirements of the **Merri-bek Planning Scheme**, including the zone and/or overlays and relevant local planning policy.

4. Plans

Fully dimensioned plans at a scale of 1:100 to show:

- The title boundaries.
- Internal layout/floor plan.
- Existing and proposed leasable floor area.
- Car parking spaces, loading bays, site access and goods delivery and storage arrangements.
- Rubbish storage areas.
- For licensed premises, the licensed area (red-line area) bottle storage and removal arrangements, including hours of pick up.
- Elevations including colour and materials of all buildings and works.
- Details of any signage proposed, including location, dimensions and area.
- Site context, including the nearest residential properties, existing uses on adjoining properties, the built form of surrounding development.

5. Reports

Sometimes reports are required that must be prepared by a qualified professional in that field. The cost and time of preparing these reports should be factored into your business plan.

Common reports required for commercial applications include:

- Acoustic Report.
- Cumulative Liquor Assessment.
- Venue Patron Management Plan.
- Car Parking/ Traffic Assessment.
- Environmental Site Assessment.
- Waste Management Plan.
- Sustainable Design Assessment.

Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	National Relay Service: 13 36 77 or relayservice.com.au		
عربي	Arabic	9280 1913	पंजाबी	Nepali	9280 0751			