

Checklist for Use of Land



Merri-bek
City Council

This checklist applies to applications where a new land use is proposed and where this new land use requires a planning permit under the provisions of the Merri-bek Planning Scheme. Often buildings and works will require a planning permit too. It is vital that a planning permit application description describes why a planning permit is sought.

Other planning scheme controls may affect your proposal. Please check the planning scheme requirements before submitting an application by visiting the Department of Planning and Community Development Web site or attending the City Development Branch enquiries counter at the Merri-bek Civic Centre.

Pre-application meetings

Council encourages applicants to meet with Planning Officers before lodging an application. These meetings are designed to advise applicants whether proposals are generally consistent with the Merri-bek Planning Scheme before they are lodged. Planning staff will also aim to assist applicants to become fully aware of the standard and extent of documentation they are required to provide in order to reduce or avoid the need for Council to request further information.

Submit a planning permit application online

- ☐ You need to register first as a user with Council Online Services before you can submit a planning permit application online.
- ☐ Once you are a registered user, sign in and lodge a planning permit application.
- ☐ As part of the online application process, pay the fee online with Visa or MasterCard.

To know more please visit the Council website:

For more information or to speak with a planning officer, call 9240 1111, or visit the Merri-bek Civic Centre located at 90 Bell Street, Coburg.

<https://www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/planning-application-process/>

Documents required with planning permit application for new land use

All planning applications for development must include:

- ☐ A completed application form.
- ☐ A legible, full and current copy of title showing the search statement including details of any unregistered dealings. The title must be no older than 3 months and show all boundaries, easements and a full copy of any registered restrictive covenants on the land.
- ☐ The application fee (refer to fee schedule).

All use applications should be lodged online and be accompanied by the following information:

- ☐ A fully dimensioned site layout plan at a scale of 1:100. The plans should show:
 - The title boundaries and dimensions.
 - The location of all buildings and uses on the site, internal details of the buildings, the proposed use of the components of the building, and the total floor area to be occupied by the proposed use(s) or activities.
 - Car parking spaces, loading bays, site access and goods delivery and storage arrangements.
 - Rubbish storage areas.
 - For licensed premises, the licence type, licensed area (red-line area) bottle storage and removal arrangements, including hours of pick up.
- ☐ A written report of the existing and proposed use(s), which contains the following information:
 - Details of all existing and proposed use(s) on the land and the types of activities which will

be carried out, including a description of how these relate to each other.

- Proposed days and hours of operation.
- Total number of people proposed to be accommodated on the land.
- Numbers of staff, employees, and practitioners.
- Numbers of seats required for the proposed use, if applicable.
- 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.
- The means of maintaining land not required for immediate use.
- 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 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
- A supportive statement justifying any proposed reduction or waiving of the statutory car parking requirements pursuant to Clause 52.06 of the planning scheme, or any proposed reduction or waiving of the statutory loading requirements pursuant to Clause 52.07 of the planning scheme.

- Information set out in the Licensed Premises checklist if approval is sought to sell or consume liquor on the land pursuant to Clause 52.27 of the Merri-bek Planning Scheme.
- How the proposal meets the requirements of the Merri-bek Planning Scheme, including the relevant zone and/or overlays and any relevant local planning policy.

Please note

To enable proper consideration of the application. Council reserves the right to request additional information pursuant to Section 54(1) of the Planning and Environment Act, 1987.

Other planning scheme controls may affect your proposal. Please check the planning scheme requirements before submitting an application by visiting the City of Merri-bek website.

If planning approval is also required for development, advertising signs, liquor licensing and/or for other reasons, the relevant checklists should also be consulted. All approvals being sought should be included in one application.

More about planning permit applications

- Council's "Guide for Applicants"
- Merri-bek City Council web site www.merri-bek.vic.gov.au
- Department of Planning and Community Development web site: www.dpcd.vic.gov.au - "Planning: a short guide"

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Merri-bek Language Link

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