

## Planning application checklist

# Medical centres, education centres and offices



Merri-bek  
City Council

This brochure will help you know:

- What information is needed for your planning permit application
- Common concerns that arise with such proposals

### What information is needed for my planning application?

- A completed and signed application form. This can be obtained from Council's website or the Council's Planning counter at 90 Bell Street, Coburg.
- 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 Land Titles at [www.land.vic.gov.au](http://www.land.vic.gov.au).
- The application fee (refer to planning fee schedule on Council's website).

The following may be required depending on your proposal. To determine what information would be required for your unique proposal, arrange a pre-application meeting with a council planner.

- An existing plan at a scale of 1:100 to show your subject site in its current condition. Plan to include
  - Existing uses on adjoining properties
  - The built form, scale and character of the existing site and surrounding development
  - Nearest residential properties
  - Location of habitable room windows facing the subject site
- A plan of your proposal at a scale of 1:100 which shows:
  - The title boundaries and dimensions of the site.
  - Adjoining roads.
  - The location of all buildings and uses proposed on the site, internal details of the buildings, the proposed use of the

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

components of the building, and the total floor area to be occupied by the proposed use(s) or activities.

- If new buildings and works proposed, levels of the site and the difference in levels between the site and surrounding properties.
  - All driveway, car parking and loading areas.
  - Existing and/or proposed vehicle crossovers, including the distance of the proposed crossover to the canopy and trunk of any street tree located on the street frontage.
  - Proposed landscape areas.
  - All external storage and waste treatment areas.
  - Details of any signage proposed, including location, area and whether the sign(s) are proposed to be illuminated.
- A written description of how the proposal will operate on the land including:
    - Proposed days and hours of operation.

### Council's Commercial Priority service

The Commercial Priority service fast tracks new and expanding business proposals. Your proposal may qualify for Commercial Priority if it is a supportable proposal that is lodged with all the required information. Talk to a Council planner for more information.

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 Merri-bek City Council - [www.merri-bek.vic.gov.au](http://www.merri-bek.vic.gov.au).

Learn more about planning permit applications in Council's "Guide for Applicants", available on the Merri-bek City Council web site.

- Maximum numbers of staff, employees, practitioners (if medical centre)
- If the proposal requires a reduction of car parking spaces pursuant to the requirements of Clause 52.06 of the Merri-bek Planning Scheme a justification is required. If the reduction is more than 10 car parking spaces a car park report prepared by a suitably qualified person to justify the proposed reduction in car parking.
- Details of all previous known uses occurring on the site. If previous uses are any of the 'High Potential' for contamination listed in Table 1 of the Potentially Contaminated Land Practice Note an Environmental Assessment Report by a suitably qualified professional is required.

## What concerns commonly arise with medical centres, education centres and offices?

### Car parking

The most common issue arising from medical centres, education centres and offices is the impact of car parking. For medical centres, medical practitioners and patients create a car parking demand. Similarly, students and teachers of education centres and workers and clients of offices create car parking demand. Standardised on-site parking requirements are contained at Clause 52.06 of the Merri-bek Planning Scheme to meet this demand.

If you propose to provide less than the car parking requirements contained at Clause 52.06 council officers must consider the impact to on-street car parking availability on surrounding residential and commercial properties. An application for a car parking reduction must include justification for Council to review.

### Noise

Noise is also a common issue that arises from medical centres, education centres and to a lesser extent, offices. This is particularly the case for proposals near houses and apartments. Hours of operation and acoustic measures to buildings or fencing are common considerations to reduce noise concerns.

#### 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	<b>National Relay Service:</b> 13 36 77 or <a href="http://relayservice.com.au">relayservice.com.au</a>		
عربي	Arabic	9280 1913	ਪੰਜਾਬੀ	Nepali	9280 0751			