

# Planning application checklist

# Reduction of Car parking



Merri-bek  
City Council

This checklist applies to applications for a reduction of the standard car parking requirements of Clause 52.06 of the Merri-bek Planning Scheme. Clause 52.06 sets out how much on-site car parking must be provided for particular uses. If this car parking cannot be provided then Council can consider an application to reduce the amount of car parking required. This applies even if you don't need a planning permit for the land use.

Clause 52.06 also sets out design standards for the layout of car parks and accessways.

Please check the planning scheme requirements before submitting an application by visiting the Department of Transport and Planning website, [www.dtp.vic.gov.au](http://www.dtp.vic.gov.au), or attending the City Development Branch enquiries counter at the Merri-bek Civic Centre.

## Pre-application meetings

Council encourages applicants to meet with the City Development Branch 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, you pay the fee online with Visa or MasterCard.

To know more please visit the Council website,

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

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[www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/apply-planning-permit](http://www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/apply-planning-permit)

All planning applications for a reduction of the car parking requirements must be lodged online and include (to be provided electronically where possible):

- A completed and signed 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).

## Other information

In addition to the information required above for all planning applications, your application must include a written statement for assessment against the requirements of Clause 52.06 (Car Parking) of the relevant Planning Scheme. This statement should include full details of the current use and proposed use including:

- days and hours of operation, staff numbers etc.
- the proposed days and hours for trading
- the numbers of tables and chairs within the premises and the number of patrons (if appropriate)

## Notes

Please note that the planning officer assessing the application may require additional information, or may need to clarify the information that is provided with an application.

This document is provided for information purposes only and is a guide to the planning process. Statutory controls and planning processes are subject to change.

- any car parking deficiency or surplus (credit) associated with the existing use
- the availability of car parking in the locality. This may include a plan showing what parking restrictions exist in the vicinity of the site and any off-street public parking.
- any shared use of car spaces by multiple uses
- an empirical assessment of car parking demand (if appropriate)
- available public transport options and accessibility
- fully dimensioned site layout showing the location of existing buildings and car parking and accessways on the land and vehicle access points.
- How car parking is to be allocated to the different tenancies on the land, if applicable
- Any proposed landscaping and water sensitive urban design treatments

Your application for a reduction of the car parking requirement may be combined with an application for other planning permission (for example, an application for use of the land or for buildings and works).

Depending on the number of spaces you are seeking to reduce, the proposed use of the land or the location of the site, Council may consider it necessary for the application to be accompanied by a Traffic Report, prepared by a suitably qualified professional. You should discuss this requirement with a Planning officer before you lodge your application.

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### 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	पंजाबी	Nepali	9280 0751			