

Development in a Commercial Zone

Planning Checklist

For all Planning Applications, the following MUST be provided:

1. An Application Form completed and signed
2. A recent copy of Title for the land (the search should be dated not more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and a copy of any restriction or covenant that may affect the land (A Certificate of Title may be obtained online at www.landata.vic.gov.au or by visiting the Land Information Centre located on the level 10, 570 Bourke Street, Melbourne)
3. The Application Fee

In addition to the above, the following must also be submitted:

4. Three copies of fully dimensioned plans and elevations at preferred scales of 1:100 or 1:200, including the following (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 layout of existing and proposed buildings and works
 - Driveways, car parking and loading areas
 - External storage and waste treatment areas
 - Elevation plans which show proposed colours and materials of all buildings and works
 - Construction details of all drainage works, driveways, car parking and loading areas
 - A landscape plan including plants and surfaces
5. A written response against relevant Decision Guidelines of the Commercial Zone demonstrating how the proposal satisfies the Decision Guidelines
6. A response to any relevant Particular Provisions e.g. 52.06 Car Parking

This Checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after lodgement. Other controls in the planning scheme may affect your proposal. Please check the planning scheme requirements before submitting a planning application by visiting the City of Greater Geelong website at www.geelongaustralia.com.au/residents/planning or contact Council's Statutory Planning Unit between 8:00am to 5:00pm, Monday to Friday on 5272 4456 or at our offices at 137 Mercer Street, Geelong.