

## Checklist 11

# Reduce a car parking requirement

### Pre-application discussion: Was there a pre-application meeting? Who with and when?

Planning Officer: \_\_\_\_\_ Date: \_\_\_\_\_

### Information Requirements

#### For all planning permit applications the following MUST be provided:

- A completed application form
- Signed declaration on the application form
- The application fee

### Accompanying information

**Note:** The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

- Copy of title and any registered restrictive covenant  
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
- 3 copies of a plan drawn to scale and fully dimensioned showing:
  - The boundaries and dimensions of the site.
  - The location of existing buildings.
  - All car parking spaces and access lanes.
  - Allocation of car parking spaces to different uses or tenancies, if applicable.
  - Landscaping and sensitive water design treatments.
- A written statement that describes:
  - The proposed use of the site, number of employees and patrons and hours of operation.
  - The previous use of the site.
  - The site and floor area to be occupied.
  - The number of car parking spaces required under Clause 52.06-5 or in a schedule to the Parking Overlay.
  - The total number of car parking spaces provided.
  - The likely impact of a reduction in car parking on the amenity of the area and on the area's existing car parking.

**Note:** If a proposal falls into more than one VicSmart class of application, the information requirements of each class apply and the corresponding checklists should be completed.