

Use of Land

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 60 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 (if applicable).

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

4. Use application requirements of the relevant zone including the following (as appropriate):
 - Purpose of the use and types of activities carried out
 - Type and quantity of goods to be stored, processed or produced
 - Likely effects, if any, on adjoining land including noise levels, air-borne emissions, emissions to land or water, traffic, hours of deliveries, hours of operation, light spill, solar access and glare
 - Means of maintaining land not required for immediate use
 - For an industry or warehouse provide additional application requirements as listed under zone
5. A site plan including the following (as appropriate):
 - Boundaries and dimensions of the site
 - Existing and proposed buildings identifying the use of each building
 - Location of car parking spaces (dimensioned), driveways and loading bays
6. A floor plan showing internal layout and including floor area (m2)
7. A written response against decision guidelines.
8. Check car parking spaces requirement for the particular use at Clause 52.06

Notes:

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 137-149 Mercer St, Geelong VIC 3220