



Checklist for planning applications

Change of use

Application lodgment guidelines

- Please submit your application electronically – by email, online file sharing service or USB. This should include:
 - The complete application as a single PDF document, optimised to reduce file size and not encrypted or password protected
- One hard copy set of architectural plans is required. Please provide this unbound on A3 size standard paper. No other documents are required in hard copy

All planning applications must include:

- A completed application form
- A recent copy of the title for the land (dated no more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and the Register Search Statement which lists any encumbrances or restrictive covenants that may affect the land. A Certificate of Title may be obtained online from [LANDATA](https://www.landata.vic.gov.au/)¹ or by contacting the [Land Information Centre](https://www.propertyandlandtitles.vic.gov.au/contact-us).²
- A valid Metropolitan Planning Levy Certificate where the estimated cost of works for the proposed development exceed \$1 million. For more information about the levy and obtaining certificates, please contact the [State Revenue Office](https://www.sro.vic.gov.au/metropolitan-planning-levy).³
- The prescribed application fee

Applications for change of use should also include:

- A written report of the existing and proposed use(s) which contains the following information (as applicable):
 - Proposed hours of operation
 - Numbers of staff/employees/practitioners
 - Numbers of seats required for the proposed use(s)
 - Type of liquor licence to be sought
 - The number of car parking spaces to be provided, proposed site access arrangements and a supporting statement justifying a reduction or the waiving of the statutory car parking requirements
- Plans showing the location of all buildings on the site, internal details of the building and the total floor area to be occupied by the proposed uses(s)

¹ <https://www.landata.vic.gov.au/>

² <https://www.propertyandlandtitles.vic.gov.au/contact-us>

³ <https://www.sro.vic.gov.au/metropolitan-planning-levy>

- Details as to whether a licence for the proposed use is required under the Dangerous Goods Act 1985
- Details of the transport of materials or goods to and from the site and the type and quality of any goods to be stored, processed or produced.
- Details of any emissions from the land generated through the proposed use(s).
- Details of the consideration of the Disability (Access to Premises-Buildings) Standards 2010

This checklist outlines the standard information required for application lodgement. Additional information may be requested by the assessing planning officer.

For further information

Telephone: (03) 9658 9658

Email: planning@melbourne.vic.gov.au

www.melbourne.vic.gov.au⁴

⁴ <http://www.melbourne.vic.gov.au>