



Checklist for planning applications

Waiver of car parking, loading and bicycle facilities

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 waiver of car parking, loading and bicycle facilities should also include:

- Fully dimensioned plans and elevations at preferred scales of 1:100 or 1:200 showing the following:
 - Site layout showing existing buildings and existing car parking spaces/bicycle facilities
 - An area plan showing car parking/bicycle facilities available within 400m walking distance and access to public transport
- A written statement providing an assessment against the requirements of Clause 52.06 (car parking) and/or Clause 52.34 (bicycle facilities) of the Melbourne Planning Scheme. The statement should include the following:
 - Full details of the existing and proposed use (e.g. nature of the use, proposed number of dwellings, days and hours for trading, number of tables and chairs within the premises,
 - number of patrons, size of leaseable floor area)
 - Number of existing and proposed on-site car spaces/bicycle facilities

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>

- Any car parking/bicycle facility credits that may apply to the site
- Number of on-site car spaces provided in accordance with expectations of the Disability Discrimination Act 1992 and AS1428
- A written statement detailing:
 - Availability of nearby on-street loading/unloading bays
 - Details of use including anticipated frequency of deliveries

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>