

# Construct a building or works in commercial, industrial, Capital City, Docklands and Mixed Use Zones

## 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.
- A description of the use of the land and the proposed buildings and works.
- 3 copies of a layout plan drawn to scale and fully dimensioned showing:
  - The boundaries and dimensions of the site.
  - Adjoining roads.
  - The location, height and use of buildings and works on adjoining land.
  - Relevant ground levels.
  - The layout of existing and proposed buildings and works.
  - All existing and proposed driveways, car parking, bicycle parking and loading areas.
  - Existing and proposed landscape areas.
  - All external storage and waste treatment areas.
- Elevation drawings to scale showing the height, colour and materials of all proposed buildings and works.
- A photograph of the building or area affected by the proposal.
- For land in a Mixed Use Zone or a commercial zone, a written statement describing the proposal and if relevant:
  - The built form and character of adjoining and nearby buildings.
  - Heritage character of adjoining heritage places.
  - Ground floor street frontages, including visual impacts and pedestrian safety.
- A written statement describing whether the proposed buildings and works meet:
  - The number of car parking spaces required under Clause 52.06 - Car parking or in the schedule to the Parking Overlay under Clause 45.09.
  - The loading requirements under Clause 52.07.
  - For land in a Mixed Use Zone, the maximum building height specified in the schedule to the zone.

### Note:

- ①** If the land is in a Heritage Overlay also complete **Checklist 8 Heritage Overlay**.
- ①** If the land is in a Special Building Overlay also complete **Checklist 9 Special Building Overlay**.