

Reduce or waive loading/unloading requirements

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.

The site and floor area to be occupied.

All car parking spaces, loading facilities and access lanes.

Allocation of loading facilities to different uses or tenancies, if applicable.

Adjoining roads.

A written statement that describes:

The proposed use and hours of operation.

The type of commercial vehicles to be used for the supply of goods and the proposed delivery hours.

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.

As part of the application process you are encouraged to make contact with a Planning Officer prior to lodging your application with Council. Council officers can provide advice to applicants on whether the proposal is generally consistent with the Macedon Ranges Planning Scheme.

Council officers will also aim to assist applicants to become fully aware of the expected standard and extent of documentation they are required to provide with their application to reduce the need for Council to request further information. Please note that if the application is not up to an acceptable standard it will be returned.

A Town Planner is available at Council's Gisborne Office, located at 40 Robertson Street, to discuss your proposal between 8.30am to 5pm Monday to Friday or you may choose to contact Statutory Planning on (03) 5421 9691.