

# Document-preparation for applicants applying for a planning permit

**Planning can be a complex space, and knowing how to prepare documents for your application can be confusing.**

**This guide to preparing documents for planning applications** shows you what kind of documents and plans are required to provide a prompt and thorough decision on planning applications. For some of these documents, you might want to consider seeking the help of a professional.

**What are you applying for?**



**Signage**



**Residential development**



**Change of use**

## Signage

**Key words: Signage, promotion, advertising, banners, home based business, illuminated and non-illuminated**

### Relevant links for this type of application

[Signage policy - Clause 15.01-1L-02 and Clause 52.05](#)

[Find out more about types of signs](#)

### Documents required for THIS type of permit application

- [Copy of Title and associated documents](#)
  - Registered Search Statement
  - Copy of Plan
  - Covenant (if applicable)
  - Section 173 Agreement (if applicable)
- Completed and signed application form
- Payment of application fee. Contact Town Planning (8376 5503) for more information on fees and payment methods.
- Signage plan (inclusive of context plan/elevation of signage plan)

### Signage Plan

*A plan that shows your proposed signage in the context of your whole property. It helps planners to understand what impact your proposal will have at the location of your property and the surrounding area.*

If you require any assistance to determine what types of signs require a permit, please contact Town Planning on 03 8376 5503.

### When preparing your plans, DO include...

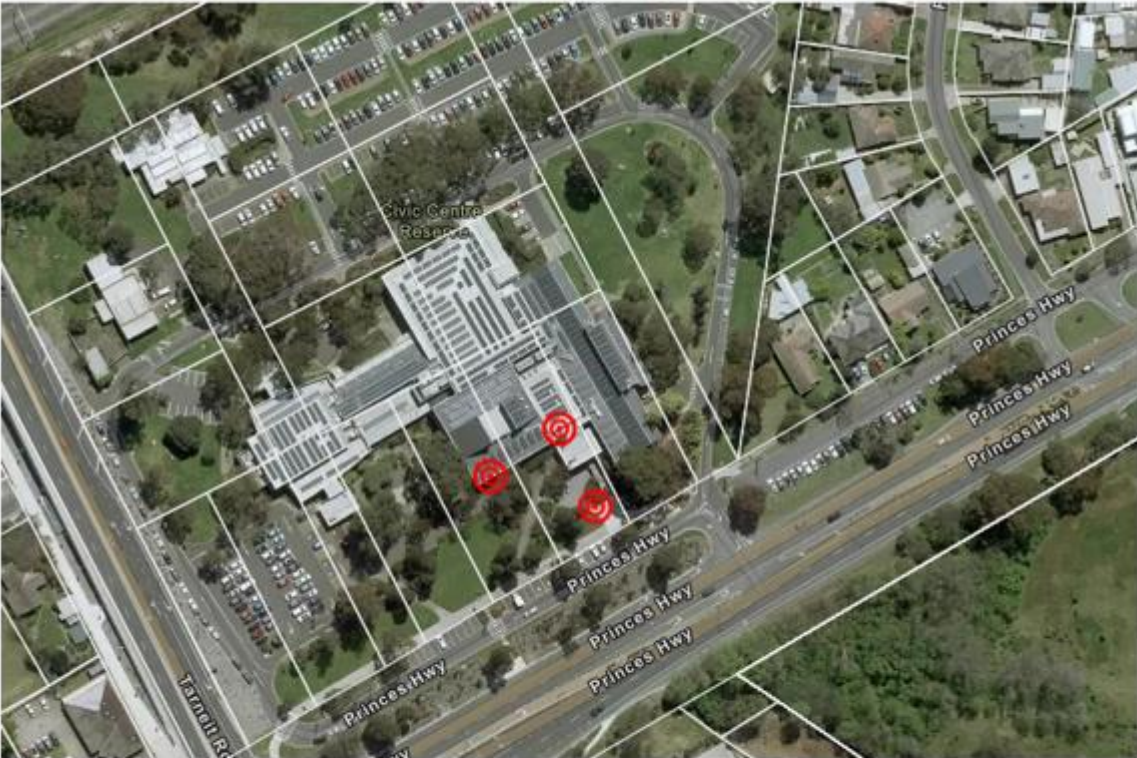



- Recent images of the proposed sign location
- Recent images of the area surrounding the sign
- The content of the sign
- The dimensions of the sign
- Height of the sign from ground level
- Distance of the sign from the property boundaries
- How the sign will be displayed on the site (fixed to wall, freestanding structure etc)
- Description if the sign is illuminated or non illuminated or floodlit

*You may require assistance from a professional such as a draftsman, architect or signage manufacturer to prepare signage plan.*

# Signage Plan examples

Show where will the sign be located – aerial view and street view or elevation

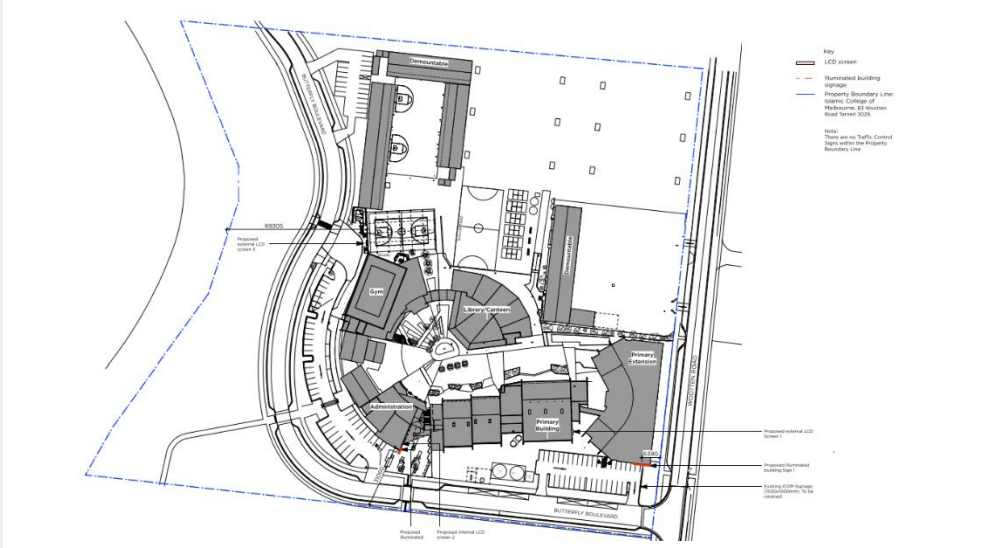


 Business Identification Sign

 Pylon Sign

# Signage Plan examples

Detailed drawing or image including dimensions



## Residential development

**Key words:** Dwelling on a lot, multi dwellings, dwelling to the rear of an existing dwelling, lot under 300 square metres, units, townhouses,

### Relevant links for information on residential development

[Planning Zones and Overlay Controls](#)    [Clause 54 \(One dwelling on a lot\)](#)

[Wyndham Planning Scheme](#)    [Clause 55 \(Two or more dwellings on a lot\)](#)

[Metropolitan Planning Levy](#)

### Documents required for THIS type of permit application

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• <a href="#">Copy of Title and associated documents</a><ul style="list-style-type: none"><li>- Registered Search Statement</li><li>- Copy of Plan</li><li>- Covenant (if applicable)</li><li>- Section 173 Agreement (if applicable)</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Development Plans (inclusive of streetscape, elevation plans)</li><li>• Landscape Plans</li><li>• Written report addressing all relevant policy from the Wyndham Planning Scheme</li></ul> |
| <ul style="list-style-type: none"><li>• Completed and signed application form</li></ul>   | <ul style="list-style-type: none"><li>• Survey plan*</li></ul>   |
| <ul style="list-style-type: none"><li>• Payment of application fee. Contact Town Planning (03 8376 5503) for more information on fees and payment methods.</li></ul>  | <ul style="list-style-type: none"><li>• Traffic report*</li><li>• Sustainability report*</li></ul>   |
| <ul style="list-style-type: none"><li>• Metropolitan Planning Levy (MPL) Certificate for developments above the threshold amount (\$1,133,000 at 2022-2023 financial year).</li></ul>   | <ul style="list-style-type: none"><li>• Waste management plan*</li><li>• Drainage information*</li></ul>   |

\* Not all application types require these documents.

If you require any assistance to determine whether your proposed residential development requires a permit or what information will need to be submitted, please contact Town Planning on 03 8376 5503.

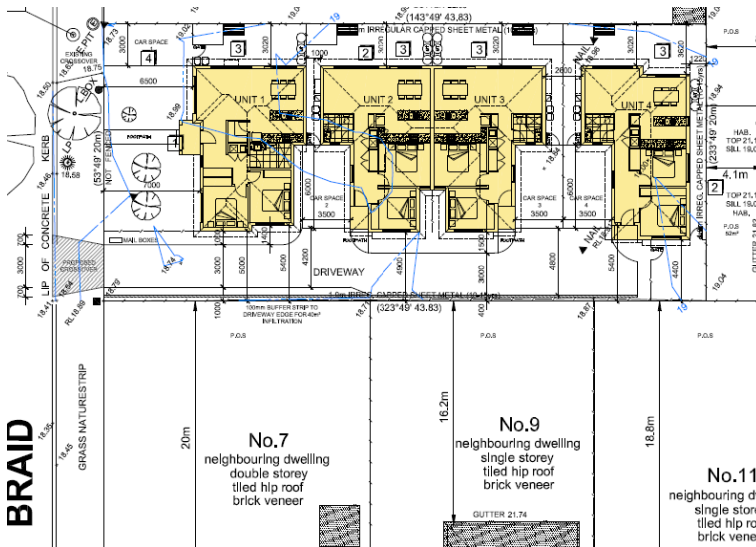
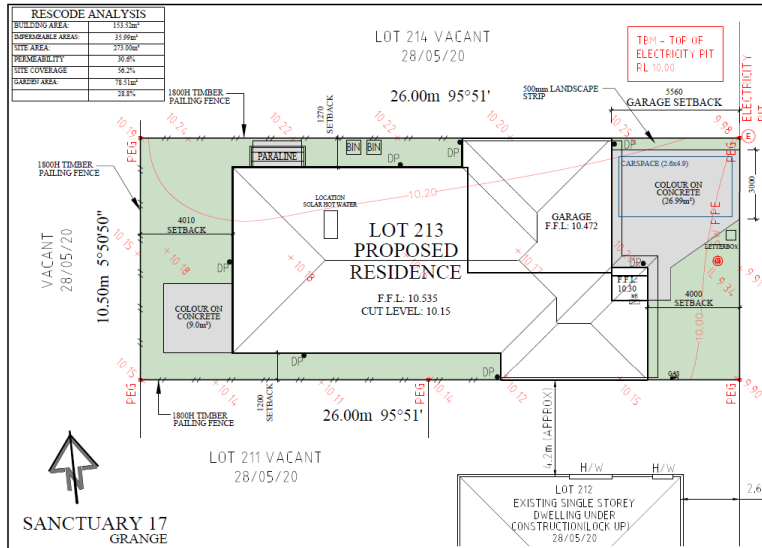
### Development Plans

*A set of plans that show your proposed residential development in the context of your property and the wider area. It enables planners to assess your application and understand what impact your proposal will have on the surrounding area.*



# Residential development examples

## Site Context/Layout Plan

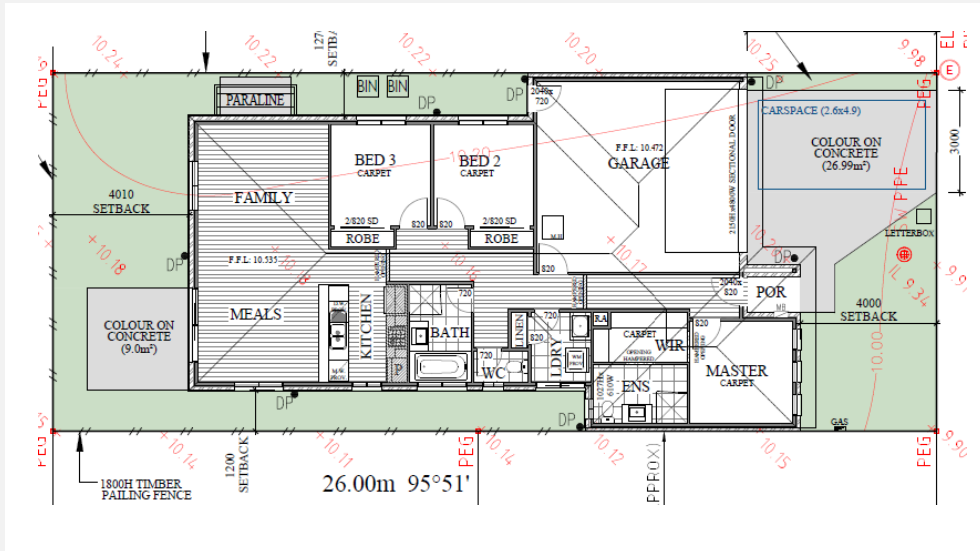


## When preparing your plans, DO include...

- Dimensions, scale and orientation
- Existing site context (including street trees, vegetation, buildings, boundary features, crossovers etc)
- Setbacks to neighbouring boundaries/properties
- Site plan, ground floor plan and first floor plan showing the layout of the proposal
- Elevation plans
- Calculations of proposal elements including site coverage, permeability, garden area etc
- Streetscape elevations
- Shadow diagrams
- Garden area plan location of street trees
- Location of existing services and crossovers
- Details of buildings to be demolished
- Details of trees or vegetation to be removed

*You will require assistance from a professional such as a draftsman, architect or other specialist to prepare development plans and other reports.*

# Residential development examples



## Change of Use

**Key words:** Use, Use of land, Use of existing building, liquor license, shop, food, grocery, storage, warehouse, new business

**Relevant links for information on change of use**

[Land Use Terms](#)

[Zoning/Overlay Controls](#)

[Clause 52.27 \(Licensed Premises\)](#)

### Documents required for ALL applications

- [Copy of Title and associated documents](#)
  - Registered Search Statement
  - Copy of Plan
  - Covenant (if applicable)
  - Section 173 Agreement (if applicable)
- Completed and signed application form
- Payment of application fee. Contact Town Planning (8376 5503) for more information on fees and payment methods.
- Cover letter/report detailing proposal
- Site layout/floor plan
- Description of business operations as detailed below:

### When preparing your cover letter/report, DO include...



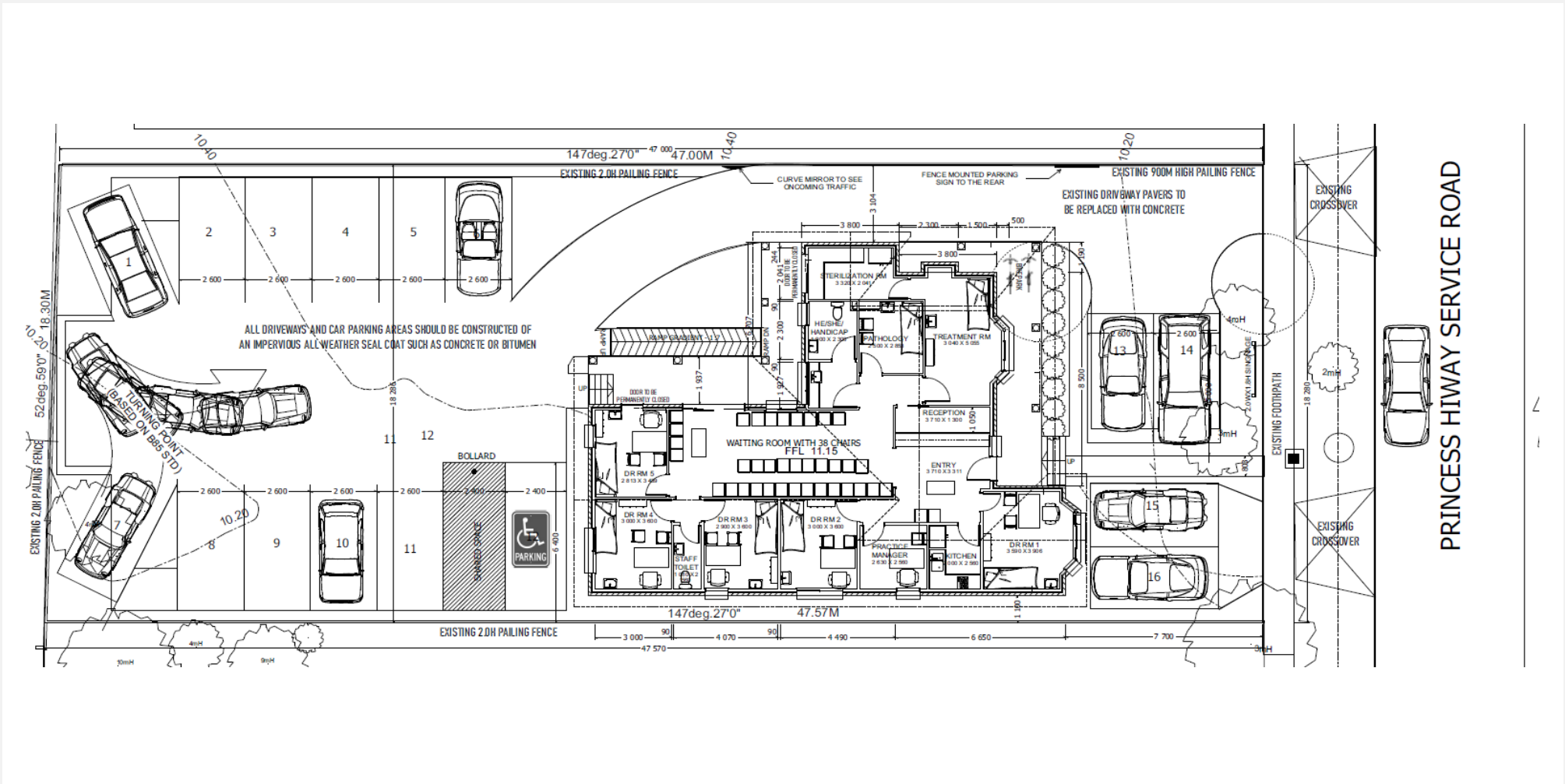
- What is your proposed business
  - Proposed days and hours of operation
  - Number of employees/staff/practitioners
  - Number of patrons/ seats
  - Number of car parking spaces
  - How your business may impact surrounding properties – noise, lighting, car parking, odours, waste etc
  - Floor plan/ layout plan/ seating plan
  - Areas of the site and building and what they will be used for
  - Details of liquor license (license type, operating hours, how liquor will be sold or consumed etc)\*
- It is recommended you contact council prior to any formal submission of a planning application.



# Change of use example

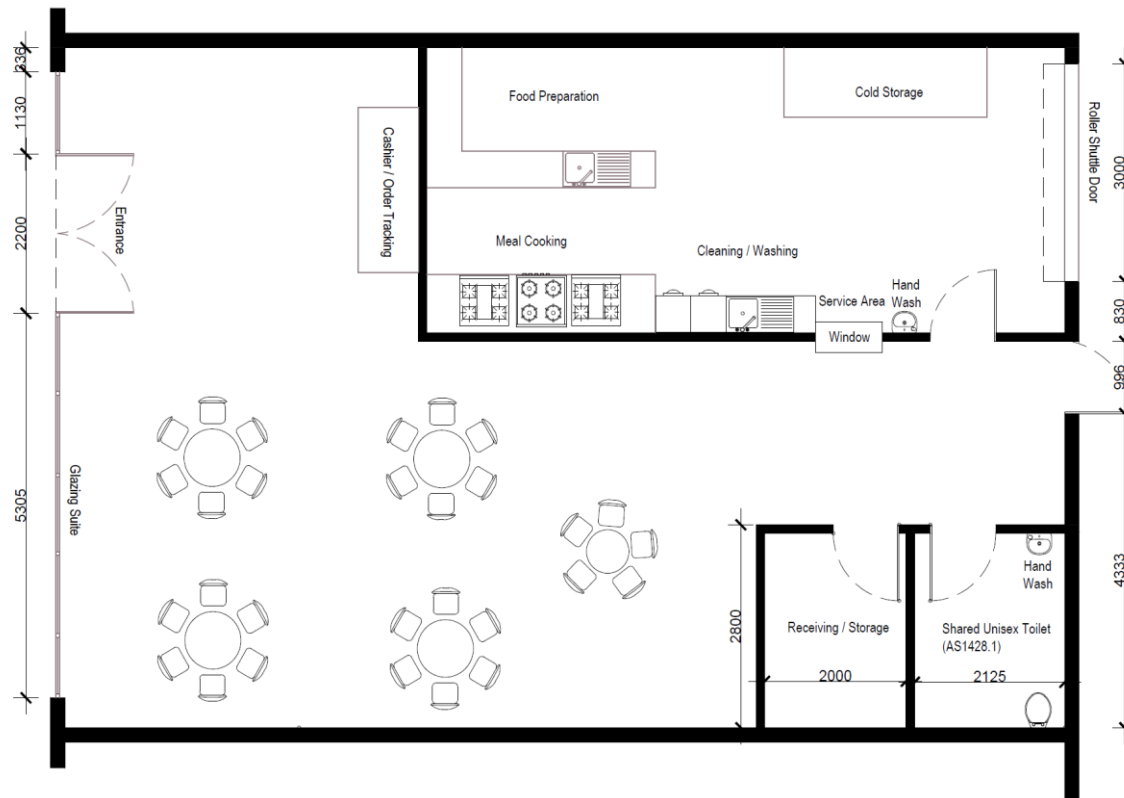
Written information and plans that detail how you will be using the site. It helps planners to understand what impact your proposal will have on your property and the surrounding area.

## Site plan / layout plan / seating plan



# Change of use example

## Change of use to a restaurant (food and drinks)



Tenancy 5.04  
148.9m<sup>2</sup>  
Restaurant