

Change of Use

The following information is required when lodging a planning permit application to change the use of a building or land.

An application without this information will not be accepted by Council

Checklist Item	Have you provided
<p>A completed application form*</p> <p>This form can be downloaded from the Wyndham City Council Website</p> <p><i>Remember it is against the law to give false and misleading information. You may receive a heavy fine and your permit may be cancelled.</i></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>A copy of the Title*</p> <p>A full, current copy of the title of the property including any restrictions/covenants listed. A copy of this can be obtained from the Land Titles Office Website or phone 8636 2456. Copies of Titles must not be older than 3 months.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>The appropriate fee*</p> <p>A fee schedule can be downloaded from the Wyndham City Council Website</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Information in an electronic form</p> <p>Electronic forms include: applications lodged on SPEAR, CD's, emailed documents or USB drives.</p> <p>If information is not provided in an electronic form you may incur additional costs and delays.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Site plans drawn at either 1:100 or 1:200 showing:</p> <ul style="list-style-type: none"> • dimensions of setbacks of buildings and structures ; • location and number of car parks and access; • layout of existing use and proposed use; • The location of any proposed external lighting. <p>The location of any existing infrastructure such as pits, drains, poles etc</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Floor plans drawn at 1:100 showing layout of existing use and proposed use.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>A written report including information on:</p> <ul style="list-style-type: none"> • a detailed description of the proposed use; • hours of operation; • anticipated noise levels; • employee numbers; • visitor / seating numbers; • other licences or permits sought; • a description of surrounding land uses; • Whether the number car spaces provided on site and the design of the car park is in accordance with Clause 52.06 of the Wyndham Planning Scheme. 	Yes <input type="checkbox"/> No <input type="checkbox"/>

Plans

All plans must be accurately drawn with dimensions, contain a north point and drawn to an appropriate scale. If your plans are larger than A3, one hardcopy set is to be provided and one electronic set. Additional copies of the plans will need to be provided by you if requested or Council can have the plans copied at a charge per plan.

Please speak to a member of the Planning Department about your application if you are unsure about the appropriate requirement for plans.

Advertising

Your application may be required to be advertised in accordance with the *Planning and Environment Act 1987*. If Council deems this process necessary, then additional charges will apply. Your application will not proceed until the advertising fee is paid.

Any information submitted with planning permit applications will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the Planning and Environment Act 1987. If you have any concerns, please contact Council's planning department.

Combined applications

Applications for the use of the site, buildings and/or works, including signage, can be lodged in the one application. This can save time and money. If you would like to know how to combine different elements of your proposal into the one application please speak to a member of the Town Planning Department by calling 8734-5463.