



## Town Planning - Use and/or development of Commercial proposals including Shops, Restaurants and Offices

The following information is required when lodging a planning permit application to use and/or development the land for commercial purposes

**\* An application without this information will not be accepted by Council**

| <b>Checklist Item</b>  | <b>Have you provided</b>                                 |
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| <p><b>A completed application form.*</b></p> <p>This form can be downloaded from the <a href="#">Wyndham City Council Website</a></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><b>A copy of the Title. *</b></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 <a href="#">Land Titles Office Website</a> or ph 8636 2456. Copies of Titles must not be older than 3 months.</p>   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p><b>The appropriate fee.*</b></p> <p>A fee schedule can be downloaded from the <a href="#">Wyndham City Council Website</a></p>  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p><b>A written report providing information on the following:</b></p> <ul style="list-style-type: none"><li>▪ a detailed description of the proposed use and processes to be utilised;</li><li>▪ a site analysis outlining how the design responds to the site and it's surrounds;</li><li>▪ the type and quantity of goods to be stored, processed or produced;</li><li>▪ how land not required for immediate use is to be maintained;</li><li>▪ hours of operation;</li><li>▪ number of employees and customers visiting the site;</li><li>▪ number of vehicle movements per day and the size of vehicles using the site;</li><li>▪ details of waste disposal facilities;</li><li>▪ whether a Works Approval or Waste Discharge Licence is required from the Environment Protection Authority and/or City West Water;</li><li>▪ a description of surrounding land uses;</li><li>▪ car parking requirements for patrons and employees;</li><li>▪ likely effects, if any, on the neighbourhood, including:<ul style="list-style-type: none"><li>➤ noise levels</li><li>➤ air-borne emissions</li><li>➤ emissions to land or water</li><li>➤ traffic, including the likely traffic associated with staff, deliveries, visitors, customers, delivery and despatch</li><li>➤ light spill or glare</li></ul></li><li>▪ description of the types and quantities of waste generated by the use</li><li>▪ Any environmental improvements such as rain water tanks, solar panels, grey water reuse, Water Sensitive Urban Design (WSUD) treatments etc.</li></ul> | Yes <input type="checkbox"/> No <input type="checkbox"/> |

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**Plans drawn to an appropriate scale (1:100 or 1:200) are to be provided showing the following:** Yes  No

- Site analysis showing how the design responds to the site
- Existing site conditions including any buildings, native vegetation, landscaping etc
- Proposed building layout including siting, carparking, landscaping
- Demonstration of appropriate vehicle access to the site and compliance with Council's Standard Drawings and Austroad templates.
- Floor layout of proposed buildings
- Any areas for outdoor storage
- Areas for waste collection
- Elevations showing height of walls and architectural features to ensure a high amenity is achieved.

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**Car parking and access requirements** Yes  No

- A shop must provide 8 car spaces per 100m<sup>2</sup> of leasable floor area;
- A Office must provide 3.5 car spaces per 100m<sup>2</sup> of net floor area;
- A Restaurant must provide 0.6 car spaces to each seat available to the public
- A permit may be granted to reduce the number of car spaces required or waive the requirement;
- Where an application only refers to the use of the site, consideration needs to be given to the allocation and distribution of car parking spaces when the development is constructed. A lack of car parking may result in your application being refused.
- All crossovers must be in accordance with Council's Standard Drawings
- Demonstration of vehicle turning movements' onsite for any vehicles larger than a van.
- Demonstration of compliance with relevant standards for site entry and exit vehicle movements.

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### 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.