

Checklist for Applications for ‘Industrial & Commercial development/ Buildings and works or Change of Use’

		Applicant Use	Council Use Only
1.	Completed Application Form – with all sections completed and signed.	0	0
2.	Current and full copy of Certificate of Title (including the relevant plan of subdivision and any applicable S173 agreements/covenants). The title must be produced in the past 3 months.	0	0
3.	Payment of the prescribed application fee.	0	0
4.	A written submission indicating: <ul style="list-style-type: none"> • Explanation of the general day to day proposed or existing use • The number of staff • The hours of operation • Whether any advertising signage is proposed 	0	0
5.	1 x copy of development plans including: <ul style="list-style-type: none"> • Proposed/Existing car parking layout including loading bays and associated turning circles • Floor Layout • Elevations • Plans must not include a previously endorsed stamp 	0	0
6.	A table to show floor areas and car parking rates calculated for car parking to be provided of existing (if applicable) and proposed floor areas.	0	0
7.	1 x Copy of a Landscape Concept Plan (if applicable).	0	0

For Office Use Only:

Date	Initial

Please note that your property may be located on flood prone land and you may be required to apply for Report and Consent with councils Building Unit. To expedite the process, you may be able to provide this information at the lodgement of your application for a planning permit. Please contact the Building Unit on 5950 1050 to find out whether your property is subject to flooding. For further details on this integrated planning process please contact the Statutory Planning Unit on the number below.

Disclaimer: Please note that this checklist is for standard information required for lodgement of your application. Additional information may be required by the assessing Planning Officer.