

## Checklist for Applications for 'Certificates of Compliance'

		<b>Applicant Use</b>	<b>Council Use Only</b>
1.	1 x Application Form, completed and signed.	o	o
2.	Payment of the prescribed application fee (Currently \$359.30).	o	o
3.	Full copy of Certificate of Title for the land (including the relevant plan of subdivision and any applicable Covenants or Section 173 Agreements). The title must be produced within the past 3 months.	o	o
4.	1 x Checklist, completed, indicating all documents submitted	o	o

### Form 14 Applications (Existing Use and Development)

In addition to the above requirements, an application for a Form 14 certificate must be supported by a **combination** of the documentation detailed below that will form evidence to support your application.

1.	A detailed description of the scale/nature of the use, including processes carried out, any plant/machinery installed and hours during which the use has been carried out	o	o
2.	A scaled plan detailing the location of the use and any processes carried out, consistent with the written description detailed above.	o	o

If you believe existing use rights have been established under Clause 63 of the Mornington Peninsula Planning Scheme, then the following additional information should be applied (as applicable)

<ul style="list-style-type: none"> <li>Copies of leases or licences (tenancy lease, mining lease, agricultural lease etc) Utility and/or insurance records</li> <li>Receipts evidencing purchases made from suppliers over the preceding 15 years, to demonstrate operation of the business</li> <li>Invoices for a range of dates throughout the 15 year period evidencing that the use/business has been in operation</li> <li>Statutory declarations (seek advice from a solicitor as to how this should be set out) made by persons who have direct knowledge of the use and who can verify: <ul style="list-style-type: none"> <li>The precise nature of the use undertaken on the land (statements must be specific about the use).</li> <li>The continuous use of the land for 15 years.</li> <li>Aerial photographs of the subject site and surrounds</li> </ul> </li> </ul>	o	o
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### Form 15 Applications (Proposed Use or Development)

In addition to the above standard requirements, an application for a Form 15 certificate must be supported by the following:

1.	Site, Elevation and Floor Plans at a preferred scale of 1:100	o	o
2.	Written description of what use or development is proposed	o	o

**For Office Use Only:**

Date	Initial

**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.**

Planning Services Unit – 03 5950 1010

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