

## Checklist 5 - Construct a building or works in a Commercial, Industrial Zone or Mixed Use Zone

### Pre-application discussions: Was there a pre-application meeting? Who with and when?

<input type="checkbox"/>	Planning Officer:	Date: / /
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### Information Requirements:

#### For all planning permit applications, the following **MUST** be provided:

<input type="checkbox"/>	A completed application form
<input type="checkbox"/>	Signed declaration on the application form
<input type="checkbox"/>	The application fee
<input type="checkbox"/>	Copy of title issued within the past 30 days and any registered restrictive covenant. The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'.

### Accompanying information:

**i** The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

<input type="checkbox"/>	Copy of title and any registered restrictive covenant. <b>i</b> The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
<input type="checkbox"/>	A description of the use of the land and the proposed buildings and works.
<input type="checkbox"/>	2 copies of a layout plan drawn to scale and fully dimensioned showing:
<input type="checkbox"/>	The boundaries and dimensions of the site.
<input type="checkbox"/>	Adjoining roads.
<input type="checkbox"/>	The location, height and use of buildings and works on adjoining land.
<input type="checkbox"/>	Relevant ground levels.
<input type="checkbox"/>	The layout of existing and proposed buildings and works.
<input type="checkbox"/>	All existing and proposed driveways, car parking, bicycle parking and loading areas.
<input type="checkbox"/>	Existing and proposed landscape areas.

<input type="checkbox"/>	All external storage and waste treatment areas.
<input type="checkbox"/>	Elevation drawings to scale showing the height, colour and materials of all proposed buildings and works.
<input type="checkbox"/>	A photograph of the building or area affected by the proposal.
<input type="checkbox"/>	For land in a Mixed Use Zone or a Commercial Zone, a written statement describing the proposal and if relevant:
<input type="checkbox"/>	The built form and character of adjoining and nearby buildings.
<input type="checkbox"/>	Heritage character of adjoining heritage places
<input type="checkbox"/>	Ground floor street frontages, including visual impacts and pedestrian safety
<input type="checkbox"/>	A written statement describing whether the proposed buildings and works meet:
<input type="checkbox"/>	The number of car parking spaces required under Clause 52.06 - Car parking
<input type="checkbox"/>	The loading requirements under Clause 52.07 – Loading and Unloading.
<input type="checkbox"/> Check the land is not located within any overlays.	

### Seeking Advice Before You Apply

Different types of planning advice are available prior to lodging a planning application, depending on the nature, scale and complexity of the application:

- **Telephone advice** from a Statutory Planner – between the hours 8.15am and 5pm Monday to Friday contact: (03) 5320 5107.
- **Verbal advice** in person can be provided by a Statutory Planning Counter duty officer. To make an appointment telephone (03) 5320 5107 or simply visit the Planning Counter, Phoenix Building, Armstrong Street South – between the hours of 8.30am and 5pm Monday to Friday.
- **Pre-Application meeting** with a Statutory Planning Coordinator at Council's Phoenix Building. Pre-Application meetings are held on Tuesday, Wednesday and Thursday afternoons at Council's Phoenix Building. Simply telephone Statutory Planning on (03) 5320 5640 and the booking can be made over the phone. **Please note** a Pre-Application meeting can only be booked if you have concept plans of your proposal.
- **Heritage-only pre-Application meeting** – Meetings with Council's Heritage Advisor can be made by contacting Statutory Planning on (03) 5320 5640 to make an appointment.

### Electronic Lodgement Service

eServices is Council's electronic lodgement service. This service allows customers to lodge planning permit applications via the internet. To access this service please go to the [Payments](#) section at [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au) and follow the links.

### Disclaimer

Please note that this checklist is only for the standard information required for lodgement of an application. Additional information may be required after registration.

### General Enquiries

If you have any further enquiries please contact Council's Customer Service Department on (03) 5320 5500 or visit the Phoenix Building, 25 Armstrong Street South, Ballarat between 8:30am and 5:00pm, Monday to Friday.