

## Checklist 5 - Applications for a Planning Permit for Waiver of Car Parking

For all planning applications the following <b><u>MUST</u></b> be provided:	
<input type="checkbox"/>	2 copies of the Application form completed and signed
<input type="checkbox"/>	2 full current copies of Title for the land, including the map showing current ownership details, title plan and a full copy of any registered covenants, restrictions or Section 173 Agreements that apply to the land. (The Copy of Title must be clearly legible and no older than 30 days.)
<input type="checkbox"/>	The prescribed application fee

In addition to the information required above for all planning applications, the following should be provided:

<input type="checkbox"/>	2 copies of a written statement for assessment against the requirements of Clause 52.06 (Car Parking) of the Planning Scheme including:
<input type="checkbox"/>	full details of the current use and proposed use including days and hours of operation, staff numbers etc.
<input type="checkbox"/>	the proposed days and hours for trading
<input type="checkbox"/>	the numbers of tables and chairs within the premises and the number of patrons (if appropriate)
<input type="checkbox"/>	any car parking deficiency or surplus (credit) associated with the existing use
<input type="checkbox"/>	any special rate charge of cash in lieu payment
<input type="checkbox"/>	any relevant parking precinct plan
<input type="checkbox"/>	the availability of car parking in the locality
<input type="checkbox"/>	any shared use of car spaces by multiple uses
<input type="checkbox"/>	an empirical assessment of car parking demand (if appropriate)
<input type="checkbox"/>	available public transport options and accessibility
<input type="checkbox"/>	2 copies of plans and elevations drawn to scale at a preferred scale of 1:100 or 1:200 showing:
<input type="checkbox"/>	1 copy of all submitted plans in A3 size suitable for photocopying
<input type="checkbox"/>	site layout and existing car parking spaces and dimensions

### 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 Mon – Fri – contact 5320 5107.
- Verbal advice in person can be provided by a Statutory Planning Counter duty officer. To make an appointment telephone 5320 5107 or simply visit the Planning Counter, Phoenix Building, Armstrong Street South – between the hours of 8.30am and 5pm Monday – Friday.

- **Pre-Application Meeting** with a Statutory Planning Coordinator at Council's Phoenix Building. Pre-Application meetings are held between Tuesday and Thursday afternoons at Council's Phoenix Building. Simply telephone Statutory Planning on 5320 5640 and the booking can be made over the phone. 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 are scheduled on Wednesdays mornings. Contact Statutory Planning on 5320 5640 and the booking can be made over the phone.

### **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. Alternatively, you are able to email your query or application to [ballcity@ballarat.vic.gov.au](mailto:ballcity@ballarat.vic.gov.au).

### **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 ph: (03) 5320 5500 or visit the Phoenix Building, 25 Armstrong Street South, Ballarat between 8:30am to 5:00pm, Monday to Friday.