

# Planning Application – Fact Sheet 6

## Change of Use (including New Business)

*Disclaimer: This checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.*



### Introduction

This checklist applies to applications requesting a change of use. Other planning scheme controls may affect your proposal. Please check the planning scheme controls which apply to the land before submitting an application by visiting the Department of Environment, Land, Water & Planning website ([www.planning.vic.gov.au](http://www.planning.vic.gov.au)) or attending the Urban Planning counter at the Footscray Town Hall.

### Can I request a pre-application advice from Council?

Council encourages applicants to seek advice from the Urban Planning branch before lodging an application. Early advice will assist in identifying any issues early on in the process and may reduce or avoid the need for Council to request further information. For applications concerning change of use, Council has a dedicated Business Concierge officer that will assist you with the process. Please contact Council's Customer Service Team on 9688 0200 and request to speak with the Business Concierge officer.

### What information do I need to provide with my application?

All applications must be accompanied by (at a minimum);

- A completed and signed application form.
- Plans, including Floor and Elevation Plans.
- The application fee (refer to [fee schedule](#)).
- A legible full and copy of title (less than 3 months old), including plan(s) and any restrictions.

Failure to provide this information may result in your application being rejected or delayed.

### How do I submit my application?

Council's Planning Department operates '*paper free*'. We encourage all applications to be submitted online via Council's [online portal](#). Files larger than 10Mb should be separated and lodged as separate attachments.

**Maribyrnong City Council - Urban Planning Department**  
Cnr Hyde and Napier Streets, Footscray  
Postal Address: PO Box 58, Footscray VIC 3011  
T: 9688 0200 E: [urbanplanning@maribyrnong.vic.gov.au](mailto:urbanplanning@maribyrnong.vic.gov.au)

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### How can I request a Title?

Titles can be obtained from Landata Victoria at [www.landata.vic.gov.au](http://www.landata.vic.gov.au). Select 'Order a copy of title or plan' from the popular searches menu and enter the street address. You must provide Council;

- The Registered Search Statement (Title) showing the lot number and owners details.
- The Copy of Plan (there may be multiple).
- Any Instruments(s), limited to Covenants, Caveats and/or Agreements.

### What do my plans need to show?

Plans generally need to be prepared by an Architect, Draftsperson or Building Designer. If the proposal is minor then you may be able to draw the plans yourself. All plans must be drawn to scale (preferably 1:100) and show the following (as relevant);

#### Site/Floor Plans

- A plan reference number, date and north point with title boundaries and dimensions of the site.
- The title boundaries and dimensions of the site consistent with the Title.
- The layout (floor plan) of all buildings including all dimensions and setbacks from boundaries.
- Details of waste storage and collection.

#### Elevation Plans (where works are proposed)

- All elevations accurately depicting the slope of the land and indicating the differences between natural ground levels compared to proposed floor levels.
- Maximum building heights measured from the natural surface level.
- Maximum wall heights measured from the natural surface level.
- Schedule of finishes, materials and colours.

#### Photographs

- Council Officer's will generally undertake a site visit when assessing the application. If the works are proposed to the rear of the property or in an area not visible from the street, photographs should be provided to assist Council Officer's in undertaking a proper and full assessment.

### Do I need to provide a written submission?

You must provide a written submission outlining the proposed use of the site. As a minimum, your written submission must provide the following;

- Previous use of the site (speak with your agent or landlord if you are unsure).
- Nature of the proposed use, including number of patrons/seats, number of staff, hours of operation and whether liquor is proposed to be sold and the type of license.
- Details of any building works, including external alterations to the buildings frontage.
- An assessment against the relevant provisions of the Maribyrnong Planning Scheme.
- Details as to whether a license is required under the *Dangerous Goods Act 1985*.
- Details of deliveries and transport of materials or goods to and from the site.
- Types of goods and/or services to be produced/offered for sale.
- Details of any emissions expected from the land as a result of the proposed use.

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### How much car parking do I need to provide?

Car parking rates are specified at [Clause 52.06](#) of the [Maribyrnong Planning Scheme](#), or in the relevant Parking Overlay (central Footscray only). For most uses, car parking is based on either the floor area of the premise or the number of patrons. Accordingly, providing this detail with your application is important and required for Council to apply the correct parking rate.

In areas well serviced by public transport, Council may consider a reduction of the above mentioned car parking requirements if alternative sustainable transport methods are proposed. You will need to demonstrate why a reduction in car parking is suitable for your development.

### What other information do I need to provide?

For larger development you may also need to provide;

- Waste Management Plan prepared by a suitably qualified person
- Acoustic Report prepared by an Acoustic Engineer
- Traffic Report prepared by a suitably qualified person
- Preliminary Environmental Assessment by a suitably qualified Environmental Assessor.

### Will I need any other permits?

In addition to the planning permit and any liquor license obtained from the VCGLR, you may also require other permits from Council. These may include;

- Liquor License - if you intend on serving or selling liquor.
- Health Permit - depending on the type of business you are running and if you are serving food.
- Building Permit - if the 'class' or category/type of the building occupancy/use changes.
- Local Laws Permit - if you wish to occupy part of the footpath for items such as tables and chairs, umbrellas etc.

**NOTE:** Council has prepared a range of example plans which may assist you in the preparation of your application. These examples are available on Council's website.

### What about signage?

If you intend on displaying any signage you may also require a planning permit. Refer to Fact Sheet 1 – Advertising Signage for further information.