



CHECKLIST – CAR PARKING DISPENSATION PLANNING PERMIT APPLICATION

This application can be lodged online

Planning and Building Department

379-399 Whitehorse Road
Nunawading VIC 3131

General Enquiries: (03) 9262 6303

Council's Statutory Planning Unit is committed to reducing the time taken to process planning applications and to enable applications to be decided in a timely manner. The following is a list of the minimum information required to be submitted for car parking dispensation.

PLEASE NOTE:

This checklist must be completed by the applicant or owner and attached to any Planning Application.

If your application does not satisfy the required detail, the application will not be accepted.

The provision of car spaces associated with either a new use or increase in floor area of an existing use in the City of Whitehorse must comply with Clause 52.06 – Car Parking of the Whitehorse Planning Scheme, with the carparking table at Clause 52.06-5 specifying carparking rates for a number of land uses. Where the proposal is unable to provide the number of carparking spaces on the land required by the rate identified in the carparking table a planning permit is required to reduce or waiver the parking requirement.

Please the items you have submitted.

1. All items may be submitted electronically within a media storage device (e.g.USB) in PDF format, with plans and documents separated and named as appropriate. (Please see over for naming conventions.) The address of the site and the submission date must be clearly indicated on the storage device.
2. "Application for Planning Permit" or "Application to Amend a Planning Permit" (completed and signed) and full payment of fee.
3. A current and full copy of title (including title plan) and details of any Restrictive Covenants/Section 173 Agreements or other restrictions on the title. This title must have been searched within the last three months. Note: If not using the City of Whitehorse Application form a "Declaration for Restrictive Covenants" form completed & signed is required.
4. A written assessment of the proposed use, including details on:
 - proposed use and the existing use (or former use if the premises is vacant),
 - hours of trading,
 - number of proposed staff and customers/clients expected on the site at any one time.
5. A covering letter or written justification for the reduced provision of carparking (generally prepared by traffic engineers) addressing the Decision Guidelines outlined in Clause 52.06-10, and including information on:
 - existing carparking associated with the premises,
 - statistics on car spaces currently vacant on typical days and hours of operation for the proposed use,
 - public transport that could be used to access the proposed use, including the distance that would need to be walked
 - nearby public car parks and their capacities should be noted, including information on any time restrictions that may apply,
6. A site plan at a scale of 1:100 or 1:200 clearly showing:
 - the entire site (with both the premises and remainder of the land), including all buildings, structures, footpaths and landscaping.
 - the available car parking spaces on-site (with spaces numbered),
 - adjoining streets, with street name/s and details of any on-street parking including applicable parking restrictions.
7. A floor plan at a scale of 1:100 clearly showing internal layout of the premises, (including seating numbers if the car parking rate relates to number of seats); and floor area calculations

This checklist ensures all documents are submitted so that Council can commence the assessment of the application. Further information may be required to be submitted to Council.

A copy of the "Application for Planning Permit" or "Application to Amend a Planning Permit" form, and fee schedule are available on Council's website (<http://www.whitehorse.vic.gov.au>).

Address: _____

Declaration:

I declare that I am the applicant and/or owner of the land and all of the above listed information has been submitted to Council with my application.

Name: _____ (Please print clearly)

Signature: _____ Date: _____ / _____ / _____

NAMING CONVENTIONS FOR DOCUMENTS SAVED IN A MEDIA STORAGE DEVICE

All documents and plans saved in a media storage device are required to be named appropriately, in accordance with the format below:

“Property Address – Document Name”

e.g.: **“2/1000-1004 Whitehorse Rd, Box Hill – Plans”**, should be used as the document name of:

A full set of neighbourhood and site description, design response plans, proposed site and elevation plans for a development at Unit 2, 1000-1004 Whitehorse Road, Box Hill VIC 3128

Document Name	Documents to be included, where possible
Application	<ul style="list-style-type: none"> • Minimum standard checklist. • Application form. • A copy of title and plan of subdivision. • A copy of any restrictive covenant and agreement. • A copy of written submission explaining the proposal and how it complies with the relevant planning scheme provisions.
Plans	<ul style="list-style-type: none"> • A full set of architectural drawings in 1 PDF document. • For files larger than 30MB, please separate and name accordingly. <ul style="list-style-type: none"> e.g. – neighbourhood and site description & design response plans; – basement, ground, 1st & 2nd level plans; – 3rd level, roof and elevation and concept landscape plans.
Arborist Report	<ul style="list-style-type: none"> • A construction impact assessment undertaken by a qualified arborist.
Traffic Report	<ul style="list-style-type: none"> • A traffic impact assessment prepared by a qualified transport engineer.
<p>All other supporting documents, where required, including waste management plan, urban context report, ESD or SDA reports, should be separated and named accordingly when saved to a media storage device.</p>	

PLEASE NOTE:

The maximum size for each document is 30MB. Any document exceeding this size must be separated or compressed.

The maximum number of characters of each document name must not exceed 200.