



HUME CITY COUNCIL CHANGE OF USE Planning Application Checklist

If you propose to change use of the land within the municipality, you are encouraged to schedule a pre-application meeting with a Council Planning Officer prior to the submission of your application. A pre-application meeting will assist in further identifying any use issues with the proposal.

This checklist has been prepared to assist the faster processing of your application, by outlining the minimum amount of information required to assess your proposal. Delays in an application may occur when the information supplied by the applicant is unclear or incomplete. Please follow this checklist to ensure that the correct information is lodged with your application.

Applications that are incomplete will not be accepted and will be returned accordingly. We recommend that you speak with one of our Planning Team if you have any questions about what to provide with your application.

Information to be submitted

- Completed application form
- Relevant application fee
- A clear, legible full copy of Title (including the diagram) with full details of any restrictions, covenants or agreements. The copy of Title must be no more than 3 months old. A copy of Title can be obtained from:

Land Information Centre
Level 10, 570 Bourke Street
Melbourne VIC 3000
Phone: 8636 2831
www.landata.vic.gov.au
- A written submission detailing:
 - The current land use and proposed land use and details of any works (if any)
 - An assessment against the requirements of the Hume Planning Scheme
 - Proposed hours of operation
 - Number of staff/employees/practitioners
 - Number of seats
 - A car parking assessment against the requirements of the Hume Planning Scheme and/or justification of the reduction or waiving of the car parking requirement
 - Details as to whether a licence for the proposed use is required under the *Dangerous Goods Act 1985*
 - Details on the transport of materials or goods to and from the site
 - Type of goods to be stored, processed or produced on site
 - Details of any emissions from the land generated as a result of the proposed use
 - Detailed photographs of the subject site and surrounding properties

Please turn over for more requirements

Site Plan

Site plans in PDF format at a scale of 1:100 or 1:200 and showing:

- The boundaries and dimensions of the site (in accordance with the copy of Title) including easement details
- Total site area (calculated in square metres)
- The north point (for orientation purposes) clearly indicated on the plans
- Setbacks of buildings from all boundaries
- The proposed layout (floor plan) of the use including all dimensions and any proposed new works
- Adjoining buildings, habitable room windows and private open space areas immediately adjoining the subject site
- Natural surface levels or levels to the Australian Height Datum

Additional information – (if new works are proposed)

Finished floor levels:

- Areas of cut, fill, and any proposed retaining walls
- Proposed driveways, loading bays, carparking areas and bicycle parking
- Site coverage and impervious areas (calculated in square metres)
- Existing and proposed vehicle crossovers clearly dimensioned
- Location of rainwater tanks and any other proposed Environmentally Sustainable Development initiatives
- Features in the road reserve abutting the site including any service pits, poles street trees, drains, footpaths, kerb and channel
- Existing vegetation to be retained or removed
- Proposed fencing details
- Details of garbage storage areas

Elevations (if new works are proposed)

Elevation plans in PDF format at a scale of 1:100 or 1:200 and showing:

- A full set of elevations for each building having regard to the natural fall of the land
- Overall building heights measured from the natural surface level
- Wall heights measured from the natural surface level
- Finished floor levels correctly dimensioned
- Details of any cut, fill, and proposed retaining walls

Other requirements for larger use/developments

- Waste Management Plan
- Traffic Report by a suitably qualified Traffic Engineer
- Preliminary Environmental Assessment by a suitably qualified Environmental Assessor

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