



Change of use Planning guide and checklist

This guide describes the information you need to provide to Council when applying for a planning permit for a change of use. Council requires certain information in order to properly assess your application against the Queenscliffe Planning Scheme. To ensure that your application can be processed quickly and efficiently, it is important that all the relevant information is included. This guide will help you do this.

How to apply for a planning permit:

To apply for a permit to subdivide, simply follow these steps:

1. **Complete an Application for Planning Permit Form.** These are available at our office or on Council's website.
2. **Refer to the Fee Schedule** to determine what fee you need to pay to lodge your application. The fee schedule is available at our office or on Council's website.
3. **Prepare your application,** making sure to include all the information described in this guide, such as plans and a written submission.
4. **Lodge your completed application.**

What information should be provided with your application:

A **Certificate of Title (one copy)**. This is a formal record about a particular piece of land, it contains basic information about the land including current ownership. The copy of the Certificate of Title must be clear, legible and complete and obtained within the last three months.

If the land is covered by a Restrictive Covenant or Section 173, a copy will also need to be provided. These will be referred to on the Certificate of Title. If you do not have a copy of the Certificate of Title, you can obtain a copy from the Land Information Centre, telephone 8636 2456, or online www.land.vic.gov.au.

A site analysis plan (two copies), this is a clear drawing which shows your site and all adjoining sites, including the location of buildings and their uses. It must be drawn to scale and show:

- The location and layout of the existing buildings on the site
- The location and layout of existing buildings on adjoining sites, including the location of all external windows, doors and outdoor areas
- The location of any adjoining residential properties and details of doors, windows and outdoor areas of all residential properties within 9 metres of the site.

Proposed floor plan (two copies). This is a clear drawing, drawn to scale, that shows the location of the proposed sign and other structures on the site, it must clearly show:

- The location and layout of any proposed new buildings and works on the site
- The proposed use of all areas on the site
- The location of all car parking areas

Written submission (one copy). Council requires you to provide a written submission that supports your proposal. It should contain as much information as possible and should address the following:

- Details of the use of the land and examples of the types of activities to be carried out
- Proposed hours of operation
- Maximum staff numbers at any one time
- Maximum numbers of patrons at any one time
- The number of car spaces allocated to the use
- The likely effects on adjoining properties including noise levels, traffic, hours of delivery, hours of operation, smell and light spill.
- How the land not required for the use will be maintained.

Other permits/ regulations you may need to consider

Building permit	Footpath trading licence
Health permit	Food safety registration

Borough of Queenscliffe
 50 Learmonth Street (PO Box 93)
 QUEENSCLIFF VIC 3225
 Phone enquiries: 03 5258 1377

Checklist

- Completed Application form
- Fee
- Certificate of Title and copy of any covenants or restrictions that affect the site (the Certificate of Title must have been issued by Land Victoria in the last 60 days)
- Site analysis plan (2 copies)
- Proposed floor plan (2 copies)
- Written submission (1 copy)



Note: A pre application meeting is encouraged

Email: info@queenscliffe.vic.gov.au
www.queenscliffe.vic.gov.au

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