



Minor buildings and works in commercial areas

Planning guide and checklist

This guide describes the information you need to provide to Council when applying for a planning permit for minor buildings and works in commercial areas. 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.

Existing site plan (two copies), this is a clear drawing which shows the whole site and all structures on the site, reflecting the current situation on the site. The plan must be drawn to scale and clearly show the boundaries of the site and the layout of all existing buildings and all driveway, car parking and loading areas.

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 dimensions of the proposed buildings and works.
- The distance of the proposed buildings or works from the boundaries of the land.
- The land's orientation to the north.

Proposed demolition plan (two copies). This is a clear drawing, drawn to scale, that shows the location of any buildings or other structures proposed to be demolished.

Proposed elevation plan (two copies). This is a clear drawing, drawn to scale, that shows:

- The length of the proposed buildings and works
- The height of the proposed buildings and works above natural ground level
- The land orientation to the north.

Colours, materials, finishes and other specifications. Please provide details of the colours, materials, finishes and other specifications of the proposed fence. This information can be included as notations on the proposed elevation plan or can be written on a separate sheet.

Written assessment against local policy (one copy). If your property is in a Heritage Overlay area you will need to address the Heritage Overlay along with the policy of Clause 22.01– Advertising Sign Policy, copy of which can be obtained from Council's offices or online at www.dse.vic.gov.au/planningschemes/queenscliffe.

Other permits/ regulations you may need to consider

Before you commence works you may also need to consider:

Road/ footpath occupancy permit– if you need to block the road/ footpath in order to undertake painting works.

Building permit– to put up the fence, depending on the size of the fence.

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)
- Existing site plan (2 copies)
- Proposed demolition plan (2 copies)
- Proposed floor plan (2 copies)
- Proposed elevation plan (2 copies)
- Colours, materials and other specifications
- Written assessment against local policy (1 copy)
- If waiving of car parking is proposed, refer to the separate checklist for further information requirements

