



Waiving car parking Planning guide and checklist

This guide describes the information you need to provide to Council when applying for a planning permit to waive car parking. 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.

If you are making changes to your property either through changing the use of your property or increasing the size of your building or floor area of an existing use the Queenscliffe Planning Scheme (Clause 52.06) requires a set number of car parking spaces be provided onsite. Council recognises that this may not always be possible, so a permit can be sought to reduce or waive the required number of car parking spaces via a planning permit.

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 floor 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, the current use of the building and the location and description of any on street and off street car parking 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 location and layout of any proposed new buildings and works on the site
- The purpose for which the site is to be used
- Location and description of any on street and off street car parking spaces
- The allocation of all car parking spaces on site (ie staff or customer car parking) and the location of all access points.

Written assessment against Clause 52.06 (one copy). Council will assess your application against the 'decision guidelines' listed in Clause 52.06-1 of the Queenscliffe Planning Scheme. You must provide a written statement against these decision guidelines, a copy of which can be obtained from Council's offices or online at www.dse.vic.gov.au/planningschemes/queenscliffe

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 floor plan (2 copies)
- Proposed floor plan (2 copies)
- Written submission against Clause 52.06 (1 copy)

