

**Commercial Development / Change of Use
Application Checklist**

Development approval is required for a change of use of commercial buildings (e.g. shop to restaurant), external changes, non-compliant signage and changes to the floor area. Internal refits usually do not require planning approval – please check with the Town.

<input type="checkbox"/> Planning Application form signed by the owner of the land. (Refer to cl.62(2) of <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> for what constitutes an 'owner'). <input type="checkbox"/> Certificate of Title - must be provided. Deposited Plan or Diagram to be provided if easements are listed on the C/T. <input type="checkbox"/> A covering letter explaining the type of use, number of staff, opening hours, car parking numbers, etc. <input type="checkbox"/> Justification for the use (unless it is a 'P' or permitted use under Table 1 of TPS3) and discussion of how impacts on adjoining businesses or residents will be managed.
<p>Plans</p> <input type="checkbox"/> 3 Copies of plans as detailed below. <input type="checkbox"/> Plans are accurate and to scale (1:50, 1:100, 1:200 etc.) <input type="checkbox"/> Plans submitted on A3 or A4 paper. If larger, one A3 copy must be included.
<p>Site Plan</p> <input type="checkbox"/> Street names, lot numbers, north point and dimensions of site. <input type="checkbox"/> Location of building / tenancy, parking layout, landscaping, bin areas, loading bays, access to and from site. <input type="checkbox"/> Proposed additions, alterations and demolitions. <input type="checkbox"/> Gross Leasable Area (measured to the outside of any walls) must be shown on the plan. GLA for the overall building and/or other tenancies to be included where possible.
<p>Floor Plans (can be shown on site plan)</p> <input type="checkbox"/> Additions, alterations and demolition to be shown in detail. <input type="checkbox"/> Internal layout and partitioning shown. <input type="checkbox"/> Seat numbers to be shown for restaurants including alfresco seating. <input type="checkbox"/> Toilets and storage areas to be shown.
<p>Elevations</p> <input type="checkbox"/> Elevations are required where changes are being proposed; otherwise a photo of the front of the building is acceptable.
<p>Signage</p> <input type="checkbox"/> Coloured drawings to scale, showing the proposed dimensions and design of all signage. <input type="checkbox"/> Elevation or photomontage of the front of the building showing proposed signage.
<p>Car Parking</p> <input type="checkbox"/> Carparking table with the following details: <ul style="list-style-type: none"> • Number of bays required under Table 2 of TPS3. • Number of proposed parking bays. • Justification for reduced parking if applicable under TPS3 and Council Policy. <input type="checkbox"/> Loading/delivery area to be shown on plan and the number/size of delivery vehicles specified.
<input type="checkbox"/> Application fees paid in accordance with Council's Schedule of Fees.