



## CHANGE OF USE - DEVELOPMENT APPLICATION CHECKLIST

All applications to commence development must be accompanied by a completed checklist. Incomplete applications will not be accepted and will be returned to the sender with a list of outstanding items.

### What information do I need?

Information	When is it required?	Provided Applicant to complete	Received City to complete
<a href="#">City of Vincent Application for Development Approval Form</a>	Always	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Metropolitan Region Scheme Form 1</a>	Where land is reserved under MRS	<input type="checkbox"/>	<input type="checkbox"/>
Payment of relevant fees	Always	<input type="checkbox"/>	<input type="checkbox"/>
Current copy of the property's Certificate of Title (max 3 months old)	Always	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) copies of a Site Plan drawn to scale	Always	<input type="checkbox"/>	<input type="checkbox"/>
ree (3) copies of a Floor Plan drawn to scale	Always	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) copies of a set of elevation plans drawn to scale	When external elevations are being altered	<input type="checkbox"/>	<input type="checkbox"/>
Colours & Materials Schedule (can be denoted on elevations)	Only where external elevations are proposed to be altered	<input type="checkbox"/>	<input type="checkbox"/>
Details of proposed signage (where signage is proposed)	Always	<input type="checkbox"/>	<input type="checkbox"/>
Full set of above plans in PDF format (USB or CD)	Always	<input type="checkbox"/>	<input type="checkbox"/>
Statement outlining the proposed use of the site, including all activities which will be undertaken, hours and days of operation, number of employees, max number of customers at any given time, type of equipment being used (machinery, noise amplifiers etc) and any other relevant information including details of car parking that will be provided for the proposed use.	Always	<input type="checkbox"/>	<input type="checkbox"/>
Acoustic Report	Where use involves public gatherings, amplified music, entertainment or other noise emitting activities	<input type="checkbox"/>	<input type="checkbox"/>
Transport Impact Statement/Transport Impact Assessment	More than 10 vehicle trips in peak hour**	<input type="checkbox"/>	<input type="checkbox"/>

\*Please refer to overside of this checklist for the information that should be contained on the plans

\*\*Please discuss the requirements with Statutory Planning before lodging your application

### Applicant declaration

I, \_\_\_\_\_ confirm that I have provided all of the information as outlined above with my application. I am aware that the City may require additional information to process my application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

## What information should I include on my plans?

<p><b>Site Analysis Plan (Feature Survey)</b></p> <p>A site analysis plan depicts the subject lot as it is before the development will occur and should provide the following information:</p> <ul style="list-style-type: none"> <li>• Full address of the property including street and lot number;</li> <li>• North point and scale bar;</li> <li>• All site boundaries and area dimensions and street frontages;</li> <li>• Existing levels to an established datum (preferably AHD), contours at maximum intervals of 0.5 metre and spot levels at all boundaries at intervals no greater than 5 metres;</li> <li>• The position and dimensions, setback distances of existing buildings, retaining walls and other structures;</li> <li>• The position, type and size of any existing tree exceeding 3 metres and/or significant landscaping features;*</li> <li>• The street verge, including footpaths, street trees, crossovers, truncations, power poles and any services such as telephone, gas, water and sewerage in the verge;*</li> <li>• The location of all service connections;*</li> <li>• The location of any easement or piped service traversing the site and any sewer connection point servicing the site;</li> <li>• The location of any access restrictions such as road islands adjacent to the site;*</li> <li>• The position of any adjoining and existing buildings that might affect, or be affected by, the proposed development including the position of the proposed development, levels and position of habitable room windows, and designated locations of outdoor living areas.*</li> </ul>	<p><b>Site Plan</b></p> <p>The site plan should provide the following information:</p> <ul style="list-style-type: none"> <li>• Full address of the property including street and lot number;</li> <li>• North point and scale bar;</li> <li>• All site boundaries and area dimensions and street frontages;</li> <li>• Existing levels to an established datum (preferably AHD), contours at maximum intervals of 0.5 metre and spot levels at all boundaries at intervals no greater than 5 metres;</li> <li>• Horizontal position, floor levels and positions of all openings of any existing and proposed building or part of a building on the subject property;</li> <li>• The position and levels of all buildings, walls, fences, retaining walls and other structures;</li> <li>• The position of paved vehicle, pedestrian access ways and on-site and off-site car parking spaces, including truncations;</li> <li>• The existing structures and trees (indicate which are to be retained and which are to be removed);</li> <li>• Location and dimensions (including percentage of site area) of deep soil zones and canopy coverage at maturity;</li> <li>• Proposed finished site levels;</li> <li>• Shadow that would be cast at noon on 21 June by any proposed building onto any adjoining property;</li> <li>• Position and dimensions of any balcony or major opening to any active habitable space in any wall of an adjoining building which is visible from the development site and is located within 6m of a boundary of the development site;*</li> <li>• Position and level of any accessible area (e.g. lawn, paving, decking, balcony or swimming pool) on any adjoining property and within 7.5 metres of the boundaries of the development site;*</li> <li>• Open space calculation (in square metres and percentage of site).*</li> </ul>
<p><b>Floor Plan</b></p> <ul style="list-style-type: none"> <li>• A plan of every storey showing floor levels (AHD preferred);</li> <li>• Internal layout showing existing and proposed doors, windows and room types (uses);</li> <li>• Roof/eaves lines;</li> <li>• Total floor area in square metres;</li> <li>• Setbacks to all boundaries on all sides.</li> </ul>	<p><b>Elevations</b></p> <ul style="list-style-type: none"> <li>• Elevation of each side of the proposed development;</li> <li>• Natural and proposed ground and finished floor levels (relative to nominated datum point or AHD)</li> <li>• Wall heights and roof heights;</li> <li>• Cross sections through any proposed areas of excavation or filling;</li> <li>• Proposed materials, colours and finishes of the exterior of the building.</li> </ul>

\*Only required where there is a residential component to the development