



CHANGE OF USE 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 applicant with a list of outstanding items.

What information do I need?

Information	When it is required?	Provided (Applicant to complete)	Received (City to complete)
City of Vincent Application for Development Approval Form	Always		
Metropolitan Region Scheme Form 1	Always		
Payment of relevant fees	Always		
*Note an additional fee will be charged for applications that require advertising and result in more than 10 letters.			
Current copy of the property's Certificate of Title (no more than three (3) months old)	Always		
One (1) copy of the Deposited Plan, Survey Strata Plan or Strata Plan	Always where the site is part of survey strata or strata lot AND/OR Where an easement, notification or encumbrance is listed on the certificate of title		
One (1) copy of the Site Plan, Floor Plan and Elevation Drawings.	Always		
One (1) copy of the colours and materials schedule	If being amended		
Perspectives	If the existing building is being amended		
Report to include, but not limited to the following: <ul style="list-style-type: none"> • Outline of the proposed use including activities to be undertaken; • Hours and days of operation; • Number of employees; • Maximum number of customers at any given time; • Type of equipment being used (i.e. machinery); • Car parking arrangement; • Assessment against the objectives of the applicable zone provided within the City's Local Planning Scheme No. 2; and • Any other relevant information 	Always		

DEVELOPMENT APPLICATION CHECKLIST



Information	When it is required?	Provided (Applicant to complete)	Received (City to complete)
Waste Management Plan	Always		
Parking Management Plan	Always where applicable under Local Planning Policy 7.7.1		
Acoustic Report	Always where applicable under Local Planning Policy 7.5.21		
Heritage Impact Statement	Only if alterations and additions are proposed to the building and the property is on the City's Municipal Inventory or the State Heritage List		
Full set of above plans in PDF format (USB or CD)	Always		

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: _____