

Moonee Valley City Council

All planning permit applications are to be submitted electronically using Council's [Online Lodgements Portal](#). Before you can use this service you must register an account, [which you can do here](#).



CHECKLIST FOR PLANNING APPLICATIONS

Change of Use

For all Planning Applications the following <u>must</u> be provided with the below mentioned items:	
A current copy of Title for the land (the search should be dated not more than 3 months prior to the application) including a copy of the diagram or relevant plan of subdivision and a copy of any restrictive covenant that may affect the land <i>*(Certificate of Title may be obtained on-line at https://www.landata.vic.gov.au/ or by calling the Land Information Centre on 03-9194 0605)</i>	<input type="checkbox"/>
The prescribed statutory Application Fee	<input type="checkbox"/>
All applications to change the use of the land should be accompanied by the following: <u>(NB – it is strongly recommended that this information is prepared by a suitably qualified industry professional such as a Town Planner)</u>	
A written report of the existing and proposed use(s) which contains the following information (as applicable):	
<ul style="list-style-type: none"> An assessment of the proposal outlining how it responds to the relevant Decision Guidelines of the applicable zone. Zone ordinance documentation can be found online in the Moonee Valley Planning Scheme 	<input type="checkbox"/>
Details of the nature of the proposal, including (but not limited to): <ul style="list-style-type: none"> Proposed hours of operation Numbers of staff Numbers of employees Number of practitioners Numbers of seats required for the proposed use(s) The number of car parking spaces to be provided Proposed site access arrangements 	<input type="checkbox"/>
For proposed industrial uses: <ul style="list-style-type: none"> Details as to whether a licence for the proposed use is required under the Dangerous Goods Act 1985 Details of the transport of materials or goods to and from the site and the type and quality of any goods to be stored, processed or produced Details of any emissions from the land generated through the proposed use(s) 	<input type="checkbox"/>
The following plans to be provided electronically, at a scale of 1:100 or 1:200 and fully dimensioned (as applicable):	

<ul style="list-style-type: none"> • The location of all buildings on the site • Internal details of the building of the existing condition • The total floor area to be occupied by the proposed uses(s) • Internal details of the building of the proposed use(s) • Details of adjoining properties (including how they are used, location of windows, doors and car parking etc) • Proposed waste storage areas • Details of the consideration of the Disability (Access to Premises-Buildings) Standards 2010 	<input type="checkbox"/>
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Please note this Checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.

Disclaimer:

**Other controls in the planning scheme may affect your proposal. Please check the planning scheme requirements before submitting a planning application by visiting the Moonee Valley City Council website at <http://www.mvcc.vic.gov.au/planning-and-building/planning.aspx> or contact Council's Statutory Planning Department between 8:30am to 5:00pm, Monday to Friday on 9243 9111.*