

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

Reduction of Car Parking (more than 10 spaces)

For all Planning Applications the following must 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

**(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)*

The prescribed statutory [Application Fee](#)

Applications to reduce the car parking requirement by less than 10 spaces qualify to be assessed under VicSmart (fast-track) - please refer to the [VicSmart](#) section of Council's website for further information

All applications to reduce the car parking requirement by more than 10 spaces should be accompanied by the following:
(NB – it is strongly recommended that this information is prepared by a suitably qualified industry professional such as a Town Planner and/or Traffic Engineer)

- Plans (to be provided electronically and to a scale of 1:100) showing all relevant information in accordance with the Application Requirements of [Clause 52.06-7 \(Car Parking – Application requirements and decision guidelines for permit applications\)](#) of the Moonee Valley Planning Scheme.

- A report outlining how the proposal complies with the Decision Guidelines of [Clause 52.06-7 \(Car Parking – Application requirements and decision guidelines for permit applications\)](#) of the Moonee Valley Planning Scheme.

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.*