

Planning Application Checklist

Change of Use

Is this the right checklist for me?

This checklist is relevant to you if you are seeking to change the use of the land.

What information do I need to submit with my application?

- ☐ Completed application form (not required if lodging online)
- ☐ Permit application fee
- ☐ Copy of Certificate of Title, including title plan and any encumbrances, and a search receipt no older than 3 months
- ☐ A written submission describing:
 - The characteristics of the existing and proposed use of the site
 - The existing and proposed hours of operation
 - The existing and proposed number of staff and the maximum number of people on site at any time
 - How the proposal satisfies the Knox Planning Scheme, in particular the State Planning Policy Framework (PPF), Local Planning Policy Framework (LPPF) and (Clause 52 and 53) Particular Provisions such as car parking (in some instances a Traffic Impact Assessment Report prepared by a qualified engineer may be required)
- ☐ Site Plans (to a scale of 1:100 or 1:200) showing the following:
 - Boundaries and dimensions of the site
 - Location and setback of building from property boundaries
 - Location and dimensions of crossovers, driveways, pathways and vehicle accommodation
 - North point (preferably oriented to the top of the plan)
 - Car parking layout
- ☐ Floor Plans (to a scale of 1:100 or 1:200) showing the following:
 - Internal layout of the building/s
 - The size (dimension and area) and use of each room within the building/s
 - North point (preferably oriented to the top of the plan)

Lodging your application

You can submit your planning application electronically through Council's Online Services portal. This will save you time and money, as you won't need to print out any plans and documents and you can pay your application fees online. [You will need to Register to use this service.](#)

Rest assured, we continue to support residents and businesses preferring to submit their applications in hard copy.

Did you know?

Advertising Fees - If the proposal is likely to affect a neighbouring property, or the character of the area, Council may require the application to be advertised. In these instances, advertising fees will apply.

Contact

If you have any questions regarding preparing your planning application, please contact Planning Services on 9298 8125.