



Applications to waive/reduce car parking requirements

Discuss your proposal with a Planning Officer

- Have you discussed your application with a Planning Officer?

The following information **MUST** be provided with all planning applications

- A completed and signed planning permit application form
- A full copy of title (including title plan) and details of any restrictive covenants, agreements or other restrictions on the title. This title must have been searched within the last month. Obtain a copy of title by searching on-line at www.landata.vic.gov.au or by visiting the Land Information Centre at 570 Bourke Street, Melbourne between 8.30am and 4.00pm Monday to Friday
- Application fee – see the Fee Schedule on the *Planning Guides and Links* page
- A letter/submission detailing what is proposed and responding to the relevant provisions of the East Gippsland Planning Scheme – see the *Planning Guides and Links* page
- Plans - see below for details of what is required

In addition to the information required above for all planning applications, the following needs to be provided when applying for a planning permit for a waiver of the car parking requirement.

- A written statement justifying the waiver and addressing the requirements of clause 52.06-6 (Car Parking) of the Planning Scheme, including:
 - Full details of the current use and proposed use
 - Three copies (A4 or A3) of fully dimensioned development plans drawn at a scale of 1:100 or 1:200
 - The proposed days and hours of trading
 - Staff numbers
 - The numbers of tables and chairs within the premises and the number of patrons
 - Any car parking deficiency or surplus (credit) associated with the existing use
 - The availability of car parking in the locality including an empirical assessment of car parking demand
 - Any shared use of car spaces by multiple uses

Post applications to:

East Gippsland Shire Council
PO Box 1618
BAIRNSDALE VIC 3875

Email applications to:
feedback@egipps.vic.gov.au

Deliver applications to service centres:

Lakes Entrance
Mechanics Street
LAKES ENTRANCE VIC3909

Orbost
1 Ruskin Street
ORBOST VIC 3888

Omeo
Day Avenue
OMELO VIC 3898

Paynesville
55 The Esplanade
PAYNESVILLE VIC 3880

Refer to Practice Note 22 *Using the car parking provisions (June 2012)* available on the Department of Planning and Community Development's website www.dpcd.vic.gov.au/planning

Applications seeking significant waiving of car parking may require a car parking and/or traffic impact assessment prepared by a qualified Traffic Engineer to be lodged with the application.