



Applications for commercial use and/or development

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

Aboriginal Cultural Heritage Sensitivity

- Provide a copy of the Aboriginal cultural heritage self-assessment if the property has cultural heritage sensitivity - see the Aboriginal Heritage Planning Tool on the *Planning Guides and Links* page.

In addition to the information required above for all planning applications, the following needs to be provided when applying for a planning permit for commercial development and/or use.

Buildings and works

- Three copies of fully dimensioned site plans drawn at a scale of 1:100 or 1:200 which include, as appropriate:
- North point
 - The boundaries and dimensions of the site
 - Adjoining roads
 - Relevant ground levels

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

- Driveways and vehicle parking and loading areas including individually marked and dimensioned vehicle parking spaces and proposed surfacing
- Setbacks of adjoining buildings
- The layout of existing and proposed buildings and works identifying the intended use of the components of the building
- Fully dimensioned elevation plans at a scale of 1:100 including colour and materials of all buildings and works
- Fully dimensioned floor plans at a scale of 1:100 identifying the intended use of the components of the building
- Landscape layout plan which includes the description of vegetation to be planted, numbers of plants, botanical and common name, maturity height of plants, the surfaces to be constructed and the materials to be used.

Use of land

A written submission detailing:

- The purpose of the use and the types of activities which will be carried out (e.g. restaurant)
- Proposed patron numbers and staff numbers
- How excess land will be maintained
- The likely effects, if any, on the neighbourhood, including:
 - Noise levels and any remediation proposed
 - Traffic, including the hours of delivery and dispatch
 - Hours of operation
 - Light spill or glare
 - Solar access

If a licensed premises:

- Refer to the *Planning for licensed premises* checklist on the *Planning Guides and Links* page.

Signage

Refer to the *Planning for advertising signage* checklist on the *Planning Guides and Links* page.

Waiver of car parking

Refer to the *Planning for a waiver of car parking requirements* checklist on the *Planning Guides and Links* page.

Note

Further information may be required for certain proposals. Many properties in East Gippsland are subject to Planning Scheme overlays. These overlays can include matters such as bushfire, erosion, environmental significance, vegetation protection, heritage etc.

An application must address the requirements of any overlays affecting the property. Review the East Gippsland Planning Scheme (see the *Planning Guides and Links* page of Council's website) for further information.

Council encourages the submission of all planning information and plans on CD in PDF format, with three hard copy sets of accompanying plans and information.

For planning forms see the *Planning Guides and Links* page on Council's website.

If your application is not complete it will not be registered and a letter will be sent identifying information required to be provided.

You are encouraged to book a pre-lodgement meeting with a Planning Officer to have preliminary discussions concerning an application (please note Planning Officers are available by appointment only).

If you have any queries or wish to book a pre-lodgement meeting, contact Council's Planning Department on 03 5153 9500 or visit Council Offices at 273 Main Street Bairnsdale, between 8.30am and 5.00pm Monday to Friday.

A planning permit is often only one approval required from Council. Other permits may be required including:

- Building Permit (Council does not issue building permits; these are issued through private building surveyors.), or
- Road Opening Permit (undertaking works within a Council road reserve i.e. vehicle crossover, service connection), or
- Septic Tank Permit. (from Council's Environmental Health Department)