



# CHECKLIST – PLANNING INFORMATION REQUEST FOR CAR PARKING TO COUNCIL SATISFACTION

Planning and Building Department  
379-399 Whitehorse Road  
Nunawading VIC 3131  
General Enquiries: (03) 9262 6303

Council's Statutory Planning Unit is committed to reducing the time taken to process planning applications and to enable applications to be decided in a timely manner. The following is a list of the minimum information required to be submitted.

**PLEASE NOTE:** This checklist must be completed by the applicant or owner and attached to request

The provision of car spaces associated with either a new use or increase in floor area of an existing use in the City of Whitehorse must comply with Clause 52.06 – Car Parking of the Whitehorse Planning Scheme, with the carparking table at Clause 52.06-5 specifying carparking rates for a number of land uses. Where the proposal for the land does not have an identified parking rate in the carparking table the provision of parking must be to the satisfaction of the Responsible Authority. This applies even if no parking is proposed.

**Please  the items you have submitted.**

1. All items may be submitted electronically online, email or on a media storage device (e.g. CD, DVD, USB flash drive) in PDF format, with plans and documents separated. If using a storage device the address of the site and the submission date must be clear.
2. A completed "Confirmation if a Planning Permit is Required" form.
3. Full payment of appropriate application fee.
4. A written assessment of the proposed use, including details on: 
  - proposed use and the existing use (or former use if the premises is vacant),
  - hours of trading,
  - number of proposed staff and customers/clients expected on the site at any one time.
5. Written justification for the reduced provision of carparking addressing the Decision Guidelines outlined in Clause 52.06-7, and including information on: 
  - existing carparking associated with the premises,
  - nearby public car parks and their capacities should be noted, including information on any time restrictions that may apply,
  - statistics on car spaces currently vacant on typical days and hours of operation for the proposed use,
  - public transport that could be used to access the proposed use, including the distance that would need to be walked.
6. A site plan at a scale of 1:100 or 1:200 clearly showing: 
  - the entire site (including both the premises and remainder of the land),
  - the available car parking spaces on-site (with spaces numbered),
  - all buildings, structures, footpaths and landscaping areas on the site,
  - adjoining streets, with street name/s detailed and details of any on-street parking including applicable parking restrictions.
7. A floor plan at a scale of 1:100 clearly showing: 
  - internal layout of the premises, (including seating numbers)
  - floor area calculations.

The quality and content of the information submitted will not be assessed at the time the application is lodged. This checklist ensures all documents are submitted so that Council can commence the assessment of the application. Further information may be required to be submitted to Council.

A copy of the "Confirmation if a Planning Permit is Required" form, and fee schedule are available on Council's website.

**Address:**

**Declaration:**

I declare that I am the applicant and/or owner of the land and all of the above listed information has been submitted to Council with my application.

Name: \_\_\_\_\_ (Please print clearly)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**PLEASE NOTE:** The maximum size for each request is 100MB. Documentation exceeding this size must be separated or compressed