



Have you  
**CHECKED**  
the **LIST?**

City of Darebin  
**Planning**  
8470 8850  
[www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

All land in Darebin is located within a zone. The Darebin Planning Scheme (planning scheme) is a document of planning controls and identifies the particular zone that applies to your land, such as Residential 1 Zone (R1Z) or Commercial 1 Zone (C1Z). There are many different zones.

The zoning shows how your land can be used. Some uses do not require a planning permit, some require a planning permit and some are not allowed i.e. prohibited.

### CHECKLIST FOR APPLICATIONS

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application, we encourage you to contact Council on (03) 8470 8850.

#### For all Planning Applications the following must be provided:

- an Application Form completed and signed
- a complete copy of Title for the land showing the Registered Search Statement and the Plan of Subdivision. The copy of Title must be clear and legible and have been produced within the previous three months
- full copy of instrument and transfer, and a full, clear legible copy of the covenant if a registered restrictive covenant applies to the land
- the prescribed application Fee

In addition to the information required above for all planning applications, the following should be provided in accordance with the *Electronic Lodgement Guidelines*:

- one copy of fully dimensioned plans and elevations at preferred scales of 1:100 or 1:200 showing the following (as appropriate):
  - site layout showing existing and proposed uses, buildings, car parking spaces/bicycle facilities and loading / unloading bays

*(checklist continued from previous page)*

- a site context plan showing the uses and buildings in the surrounding area. The site context plan should typically include properties within 100 metres of the site
- site layout showing proposed uses, buildings, car parking spaces/bicycle facilities and loading bays
- a written statement providing the following information:
  - full details of the existing and proposed use, including:
    - nature of the use
    - days and hours for trading
    - number of tables and chairs within the premises
    - number of patrons
    - number of staff / practitioners
    - floor area
  - anticipated frequency and times of deliveries of goods
  - the likely impacts of your proposal on the neighbourhood (i.e. noise, traffic, light spill) and how you intend to minimise these impacts.

## Disclaimer:

**Please note this Checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after lodgement.**

## Note:

Other controls in the planning scheme may affect your proposal. Please check the planning scheme requirements before submitting a planning application by visiting the City of Darebin website at [www.darebin.vic.gov.au/planning](http://www.darebin.vic.gov.au/planning) or contacting Council's Planning Team between 8:45am to 4:45pm, Monday to Friday on 8470 8850.

