**COMMERCIAL DEVELOPMENT - PLANNING PERMIT APPLICATION CHECKLIST**

A planning permit can be required for commercial development. Ask a Council planner if a planning permit is required. These planning permit applications should be accompanied with the following information.

**FORMS, FEES AND LEGAL DOCUMENTS**

* Complete planning permit application form and pay application fee

For the application form and fee schedule please refer to <https://www.bawbawshire.vic.gov.au/Plan-and-Build/Planning-permits/Application-Forms-and-Permit-Information/Your-Planning-Permit#section-5>

* Certificate of Title not more than 60 days old including:
* Plan of Subdivision or Title Plan
* Restrictive Covenants (if any)
* Section 173 Agreements (if any)

To obtain the Certificate of Title please refer to landata.vic.gov.au

**PLANS**

* Site Plan including:
* Drawn to scale
* North point
* Boundaries and dimensions of the site
* Relevant ground levels including any proposed earthworks (cut and fill)
* Existing or proposed easements and services
* Location and layout of existing and proposed buildings and works including setbacks to boundaries
* Location and use of buildings and works on adjoining land
* All existing and proposed fences including location, height and materials
* All existing and proposed access points, driveways, car parking and loading areas including dimensions and surface materials
* Existing and proposed trees and landscape areas
* Garbage and recycling disposal and storage areas
* Floor plan including:
* Drawn to scale
* North point
* Proposed building layout including dimensions and floor areas
* Elevation Plan including:
* Drawn to scale
* Maximum height of buildings and works from natural ground level
* Colours and materials of buildings

**REPORTS**

* Written response for the proposal including:
* Existing (or former) and proposed use of land
* Type of business and operation activities
* Staff and patron numbers
* Satisfying the zone, overlays and other relevant provisions of the planning scheme

For a copy of planning scheme provisions please refer to [http://planning-schemes.delwp.vic.gov.au](http://planning-schemes.delwp.vic.gov.aut)

**OTHER REQUIREMENTS**

Ask a Council planner if other planning application requirements apply including (but not limited to):

* Feature Survey prepared by a qualified Land Surveyor
* If a sign is proposed, see Signs Checklist
* If subdivision is proposed, see Subdivision Checklist
* Proposed stormwater management system
* Carparking Demand Assessment and/or Traffic Impact Assessment by a qualified Traffic Engineer
* Bushfire Management Plan, see Bushfire Requirements Checklist
* Cultural Heritage Management Plan
* If the lot is over 4000 square metres and native vegetation removal is proposed, see Native Vegetation Removal Checklist

**TERMS EXPLAINED**

**Planning**

Planning covers a broad range of issues, but is essentially about the control of the construction, growth and development of towns, cities and urban areas. Further information is available at

<https://www.planning.vic.gov.au/planning-in-victoria/a-guide-to-the-planning-system>

**Planning Permit**

A planning permit is a legal document that allows a certain use and/or development on land. A planning permit is not a building permit. You may need to obtain both a building permit and a planning permit. More information is available at

<https://www.planning.vic.gov.au/planning-permit-applications/do-i-need-a-permit>

Under Victoria's planning system, local councils and the State Government develop planning schemes to control land use and development. They contain planning policies, zones, overlays and other provisions that affect how land can be used and developed. Further information is available at <http://planning-schemes.delwp.vic.gov.au/about>

**VicSmart**

VicSmart is a streamlined assessment process for straightforward planning permit applications including:

* prescribed planning permit application fee
* a 10-day planning permit application process
* applications are not advertised and there are no third-party appeal rights
* pre-set information must be submitted with an application
* the Chief Executive Officer or delegate officer (planner) of council is the decision maker

Further information is available at <https://www.planning.vic.gov.au/planning-permit-applications/vicsmart>

**LODGEMENT**

You can lodge the planning permit application with Council via:

**Online:**

[planning@bawbawshire.vic.gov.au](mailto:planning@bawbawshire.vic.gov.au)

**Post:**

Baw Baw Shire Council

Planning Department

PO Box 304

WARRAGUL VIC 3820

**Person:**

Baw Baw Shire Office

33 Young Street

DROUIN VIC 3818