

COMMERCIAL/INDUSTRIAL DEVELOPMENT - PLANNING PERMIT APPLICATION CHECKLIST

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

FORMS, FEES AND LEGAL DOCUMENTS

- ☐ Planning Permit Application form
- ☐ Relevant fee
- ☐ Copy of title less than 60 days old including:
 - ☐ Plan of Subdivision or Title Plan
 - ☐ Restrictive Covenants (if any)
 - ☐ Section 173 Agreements (if any)

The relevant forms and fees can be accessed at <http://www.wellington.vic.gov.au/Developing-Wellington/Planning-Permits/Applying-for-a-Planning-Permit>

PLANS

- ☐ Site Plan (three hard copies) including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Boundaries and dimensions of the site
 - ☐ Adjoining roads
 - ☐ 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 (three hard copies) including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Proposed building layout including dimensions and floor areas
- ☐ Elevation Plans (three hard copies) including:
 - ☐ Drawn to scale
 - ☐ Maximum height of buildings and works from natural ground level
 - ☐ Colours and materials of buildings

Sale Service Centre

18 Desailly Street (PO Box 506), Sale Victoria 3850
Telephone 1300 366 244

Yarram Service Centre

156 Grant Street, Yarram Victoria 3971
Telephone 03 5182 5100

Contact Us Online

Web www.wellington.vic.gov.au
Email enquiries@wellington.vic.gov.au



REPORTS

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

The provisions are available at <http://planningschemes.dtpli.vic.gov.au/schemes/wellington>

OTHER REQUIREMENTS

Ask a Council planner if any other requirements are required including (but not limited to):

- ☐ Feature Survey prepared by a qualified Land Surveyor
- ☐ If a sign is proposed, see Sign checklist
- ☐ If subdivision is proposed, see Subdivision checklist
- ☐ Carparking Demand Assessment and Traffic Impact Assessment by a qualified Traffic Engineer
- ☐ Bushfire Management Plan
- ☐ Cultural Heritage Management Plan

LODGEMENT

Planning permit applications can be lodged via email planning@wellington.vic.gov.au ,by post or in person at:

Wellington Shire
Statutory Planning
Wellington Shire Council
PO BOX 506
SALE VIC 3850
Ph: 1300 366 244

Site address: 18 Desailly St, Sale

PLEASE NOTE

These checklists are for preapplication assessment only. An initial assessment will be undertaken upon the receipt of the planning permit application and additional information may be required once this has occurred.