

Checklist 3 - Applications for Business Planning Permits

For all planning applications the following <u>MUST</u> be provided:	
<input type="checkbox"/>	2 copies of the Application form completed and signed
<input type="checkbox"/>	2 full current copies of Title for the land, including the map showing current ownership details, title plan and a full copy of any registered covenants, restrictions or Section 173 Agreements that apply to the land. (The Copy of Title must be clearly legible and no older than 30 days.)
<input type="checkbox"/>	The prescribed application fee

In addition to the information required above for all planning applications, the following should be provided:

Buildings and works	
<input type="checkbox"/>	2 copies of fully dimensioned development plans drawn to scale at a preferred scale of 1:100 or 1:200 which include, as appropriate:
<input type="checkbox"/>	1 copy of all submitted plans in A3 size suitable for photocopying
<input type="checkbox"/>	The boundaries and dimensions of the site
<input type="checkbox"/>	Adjoining roads
<input type="checkbox"/>	Relevant ground levels
<input type="checkbox"/>	Elevations including colour and materials of all buildings and works
<input type="checkbox"/>	Driveways and vehicle parking and loading areas
<input type="checkbox"/>	The layout of existing and proposed buildings and works identifying the intended use of the components of the building
<input type="checkbox"/>	Landscape layout plan which includes the description of vegetation to be planted, the surfaces to be constructed, a site works specification and the method of preparing, draining, watering and maintaining landscape area
<input type="checkbox"/>	Any proposed signs
<input type="checkbox"/>	Written submission detailing content of proposed application
Use of land – 2 copies of a written submission detailing:	
<input type="checkbox"/>	The purpose of the use and the types of activities which will be carried out
<input type="checkbox"/>	Proposed patron numbers and security arrangements for a licensed premise
<input type="checkbox"/>	How excess land will be maintained
<input type="checkbox"/>	The likely effects, if any, on the neighbourhood, including:
<input type="checkbox"/>	Noise levels and any remediation proposed
<input type="checkbox"/>	Traffic, including the hours of delivery and dispatch
<input type="checkbox"/>	Hours of operation
<input type="checkbox"/>	Light spill or glare
<input type="checkbox"/>	Solar access
<input type="checkbox"/>	If an industry or warehouse:
<input type="checkbox"/>	The type and quantity of goods to be stored, processed or produced
<input type="checkbox"/>	Whether a Works Approval or Waste Discharge Licence is required from the Environment Protection Authority

<input type="checkbox"/>	Whether a licence under the Dangerous Goods Act 1985 is required
<input type="checkbox"/>	The likely effects on adjoining land, including air-borne emissions and emissions to land and water
<input type="checkbox"/>	If a licensed premise:
<input type="checkbox"/>	Delineated area of Liquor Licence to be shown

Seeking Advice Before You Apply

Different types of planning advice are available prior to lodging a planning application, depending on the nature, scale and complexity of the application:

- Telephone advice from a Statutory Planner – between the hours 8.15am and 5pm Mon – Fri – contact 5320 5107.
- Verbal advice in person can be provided by a Statutory Planning Counter duty officer. To make an appointment telephone 5320 5107 or simply visit the Planning Counter, Phoenix Building, Armstrong Street South – between the hours of 8.30am and 5pm Monday – Friday.
- **Pre-Application Meeting** with a Statutory Planning Coordinator at Council’s Phoenix Building. Pre-Application meetings are held between Tuesday and Thursday afternoons at Council’s Phoenix Building. Simply telephone Statutory Planning on 5320 5640 and the booking can be made over the phone. A Pre-Application meeting can only be booked if you have concept plans of your proposal.
- **Heritage-only Pre-Application Meeting** – Meetings with Council’s Heritage Advisor are scheduled on Wednesdays mornings. Contact Statutory Planning on 5320 5640 and the booking can be made over the phone.

Electronic Lodgement Service

eServices is Council’s electronic lodgement service. This service allows customers to lodge planning permit applications via the internet. To access this service please go to the [Payments](#) section at www.ballarat.vic.gov.au and follow the links. Alternatively, you are able to email your query or application to ballcity@ballarat.vic.gov.au.

Disclaimer

Please note that this checklist is only for the standard information required for lodgement of an application. Additional information may be required after registration.

General Enquiries

If you have any further enquiries please contact Council’s Customer Service Department on ph: (03) 5320 5500 or visit the Phoenix Building, 25 Armstrong Street South, Ballarat between 8:30am to 5:00pm, Monday to Friday.