

# Checklist

## Industrial & Commercial Developments



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**Industrial and commercial developments often require a planning permit for both buildings and works (physical construction) and for the proposed use (activity carried out on the land or in the building). For this reason, information pertaining to both areas is required for most planning permit applications. The information below must be submitted to form your application to Council.**

1. A recent copy of the title of the land, together with confirmation that the present boundaries are the same as the title boundaries. A copy of Title can be obtained online at [www.landata.vic.gov.au](http://www.landata.vic.gov.au).
2. Details of any registered restrictive covenant or S173 Agreement affecting the land. You will need to check both the plan of subdivision (if the land is a lot on a plan) for restrictions and the certificate of title for restrictive covenants registered or recorded on the title.

You are advised that pursuant to the provisions of the *Planning and Environment Act 1987*, a planning application that proposes a breach against the covenant cannot be supported **unless** a variation or removal of the covenant is obtained **prior to the development application being determined**.

3. Planning Application Form and relevant fee. Visit our website for lodgment options at: [www.brimbank.vic.gov.au/building-and-planning/permits/how-apply-planning-permit](http://www.brimbank.vic.gov.au/building-and-planning/permits/how-apply-planning-permit).

### Industrial Requirements

1. An application to **use** land for an industry or warehouse must be accompanied by the following information, as appropriate:
  - The purpose of the use and the types of processes to be utilised.
  - The type and quantity of goods to be stored, processed or produced.
  - How land not required for immediate use is to be maintained.
  - Whether a Works Approval or Waste Discharge Licence is required from the Environment Protection Authority.
  - Whether a notification under the Occupational Health and Safety (Major Hazard Facilities) Regulations 2000 is required, a licence under the Dangerous Goods Act 1985 is required, or a fire protection quantity under the Dangerous Goods (Storage and Handling) Regulations 2000 is exceeded.
  - The likely effects, if any, on the neighbourhood, including:
    - Noise levels.
    - Airborne emissions.
    - Emissions to land or water.
    - Traffic, including the hours of delivery and dispatch.
    - Light spill or glare.
2. An application to **construct a building or construct or carry out works** must be accompanied by three copies of plans drawn to scale, including full dimensions showing:
  - The boundaries and dimensions of the site.
  - Adjoining roads.



- Relevant ground levels.
- The layout of existing and proposed buildings and works.  
All driveway, car parking and loading areas.
- Proposed landscape areas.
- All external storage and waste treatment areas.
- Elevation drawings which show the colour and materials of all buildings and works.
- Construction details of all drainage works, driveways and vehicle parking and loading areas.
- A landscape layout 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 the landscape area.

## Commercial/Business Requirements

1. An application to **use** land must be accompanied by the following information, as appropriate:
  - The purpose of the use and the types of activities which will be carried out.
  - The likely effects, if any, on adjoining land, including noise levels, traffic, the hours of delivery and dispatch of goods and materials, hours of operation and light spill, solar access and glare.
  - The means of maintaining land not required for immediate use.
2. An application to **construct a building or construct or carry out works** must be accompanied by three copies of plans drawn to scale, including full dimensions showing:
  - The boundaries and dimensions of the site.
  - Adjoining roads.
  - Relevant ground levels.
  - The layout of existing and proposed buildings and works.
  - All driveway, car parking and loading areas.
  - Proposed landscape areas.
  - All external storage and waste treatment areas.
  - The location, height and purpose of buildings and works on adjoining land.
  - Areas not required for immediate use.
  - Elevation drawings which show the colour and materials of all buildings and works.
  - Construction details of all drainage works, driveways and vehicle parking and loading areas.
  - A landscape layout which includes the description of vegetation to be planted, the surfaces to be constructed, site works specification and method of preparing, draining, watering and maintaining the landscape area.

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