

Checklist

Change of Use



The term “Change of use” refers to a change in the type of activity being undertaken on land or in buildings (regardless of whether or not any additional physical building works are proposed).

If the new use being proposed on land or in a building is identified as one that needs a planning permit as specified in the Brimbank Planning Scheme, the information below must be submitted to form your application.

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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.
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. Full details of the proposed use which includes a written submission addressing the following:
 - A full description of the activity itself.
 - Hours of operation.
 - The number of employees.
 - How any potential adverse effects (noise, odour, dust etc) that may result from the proposed use will be addressed.
 - Assessment against the relevant provisions of the Brimbank Planning Scheme.
 - Any other information.

Note: Refer to the “use” application requirements under the applicable zoning provision of the land.

4. A plan drawn to scale, including full dimensions showing:
 - The boundaries and dimensions of the site.
 - The layout of the existing site/building.
 - The part or portion of the site or buildings to be used and the proposed layout.
 - The car parking layout on the site.
 - Floor plans where relevant.
 - Neighbourhood & site description plan.

Note: Changing the use of land or buildings may also change the number of car parking spaces required. If the proposed use has a higher car parking requirement than the previous use, then this will need to be considered as part of such planning permit applications.

5. 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.

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