

Checklist Change of Use



Pyrenees
Shire Council

An application to change the use of the land should be accompanied by the following information:

Item	Completed
A completed application for planning permit form	
Pay the prescribed application fee	
A copy of the Certificate of Title and Title Plan/Plan of Subdivision including any covenants or agreements (produced within the last 3 months) - purchase a copy from https://www.landata.vic.gov.au/	
Site plans drawn at either 1:100 or 1:200 showing: <ul style="list-style-type: none"> • dimensions of setbacks of buildings and structures; • location and number of car parks and access; • layout of existing use and proposed use; • The location of any proposed external lighting. The location of any existing infrastructure such as pits, drains, poles etc 	
A written submission including information on: a detailed description of the proposed use; <ul style="list-style-type: none"> • hours of operation; • anticipated noise levels; • employee numbers; • visitor / seating numbers; • other licences or permits sought; • a description of surrounding land uses; • Whether the number car spaces provided on site and the design of the car park is in accordance with Clause 52.06 of the Pyrenees Planning Scheme. 	
Floor plans drawn at 1:100 showing layout of existing use and proposed use.	

Please note that this is a standard checklist which provides documentation required for lodging an application for a change of use. However, additional information may be required depending on other planning controls affecting the land and the nature and complexity of the proposal.

For more information, please contact the Planning Department on (03) 5349 1100 or you can email pyrenees@pyrenees.vic.gov.au Attn: Planning