



GREATER  
SHEPPARTON

# Change of Use

# Checklist

The term 'Change of Use' refers to a change in the type of use or the activity being undertaken on a parcel of land or in a building. Sometimes that change of use will not require a planning permit, however if the new use being proposed on the land or in the building is identified in the Greater Shepparton Planning Scheme as being a use that does require a planning permit, the information on the checklist on the back of this form will need to be supplied.

Due to the complexity of the controls for a change of use within the Greater Shepparton Planning Scheme, it is important that you discuss your proposal and confirm with a Planning Officer if a planning permit is required before you proceed with the change of use.

You are also advised that contact should be made with a planning officer to determine the car parking requirements of the proposed use. If an increase in the number of car spaces is required under the Planning Scheme, then you may need to request a reduction in the car parking requirements. An appointment can be made to meet with a planning officer by contacting the Council on (03) 5832 9700 or book an appointment online at <http://www.greatershepparton.com.au/bookings/>.

Delays in obtaining a permit can occur when the information supplied by the applicant is unclear or incomplete. Please read and follow the checklist found on the back of this document to ensure that the correct information is lodged with your application.

Please ensure you include clear and accurate plans which are fully dimensioned and drawn to scale. If your project is complicated, you may need professional assistance to draw up your plans.

**A checklist of specific requirements can be found on the reverse side of this sheet.**

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# Checklist

## CHANGE OF USE CHECKLIST

**For all Planning Applications the following Must be provided:**

- A completed and signed 'Application for Planning Permit Form'
- A Full Current Copy of Title (Must be printed within the last two months)
- The prescribed fee (contact the Planning Department on (03) 5832 9730 for fees)

**Full details of the use proposed. This should include a written submission addressing the following issues:**

- A full description of the current activity
- A full description of the proposed activity
- The proposed and existing hours of operation
- The proposed and existing number of employees/practitioners
- How any potential adverse effects (noise, odour, dust etc) that may result from the proposed use will be addressed.

Applications should be accompanied by three copies of plans drawn to scale and fully dimensioned which include a north point showing the following:

- The boundaries and dimensions of the site
- The layout of the existing site/buildings showing setback to the property boundary
- The part or portion of the land/building to be used and the proposed layout
- Floor plans where relevant
- Current number and location of car spaces located on the site

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

For further assistance in the preparation of your application, please call the Planning and Development Department on (03) 5832 9730.

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