

Discuss your proposal with a planning officer

- Have you discussed your application with a planning officer?

The following information must be provided with all planning applications:

- A completed and signed planning permit application form;
- A full copy of title (including title plan) and details of any restrictive covenants, agreements or other restrictions on the title. This title must have been searched within the last month. Obtain a copy of the title by searching online at landata.vic.gov.au or by visiting the Land Information Centre at 570 Bourke St, Melbourne between 8.30am and 4pm, Monday to Friday;
- Application fee – see the fee schedule on the ‘Frequently asked questions’ page;
- A letter/submission detailing what is proposed and responding to the relevant provisions of the *Wodonga Planning Scheme* – see wodonga.vic.gov.au/planning-scheme; and
- Plans - see below for details of what is required.

In addition to the information required above for all planning applications, the following needs to be provided when applying for a planning permit for a waiver of the car parking requirement:

- A written statement justifying the waiver and addressing the requirements of clause 52.06-6 (car parking) of the *Wodonga Planning Scheme*, including:
- Full details of the current use and proposed use;
 - Three copies (A4 or A3) of fully dimensioned development plans drawn at a scale of 1:100 or 1:200;
 - The proposed days and hours of trading;
 - Staff numbers;
 - The numbers of tables and chairs within the premises and the number of patrons;
 - Any car parking deficiency or surplus (credit) associated with the existing use;
 - Any shared use of car spaces by multiple use;
 - The car parking demand likely to be generated by the proposed new use;
 - The likelihood of multi-purpose trips within the locality which are likely to be combined with a trip to the land in connection with the proposed use;
 - The variation of car parking demand likely to be generated by the proposed use over time;
 - Short-stay and long-stay car parking demand likely to be generated by the proposed use;
 - The availability of public transport in the locality of the land;
 - The convenience of pedestrian and cyclist access to the land;
 - The provision of bicycle parking and end of trip facilities for cyclists in the locality of the land;
 - Any empirical assessment or case study;

- Any relevant local planning policy or incorporated plan;
- Efficiencies gained from the consolidation of shared car parking spaces;
- Public car parks intended to serve the land;
- On street parking in non residential zones;
- Streets in residential zones specifically managed for non-residential parking;
- On street parking in residential zones in the locality of the land that is intended to be for residential use;
- The practicality of providing car parking on the site, particularly for lots of less than 300 square metres;
- Any adverse economic impact a shortfall of parking may have on the economic viability of any nearby activity centre;
- The future growth and development of any nearby activity centre;
- Local traffic management in the locality of the land;
- The impact of fewer car parking spaces on local amenity, including pedestrian amenity and the amenity of nearby residential areas;
- The need to create safe, functional and attractive parking areas;
- Access to or provision of alternative transport modes to and from the land;
- The equity of reducing the car parking requirement having regard to any historic contributions by existing businesses;
- The character of the surrounding area and whether reducing the car parking provision would result in a quality/positive urban design outcome; and
- Any other matter specified in a schedule to the Parking Overlay. Any other relevant consideration.

Refer to practice note 22 Using the car parking provisions (June 2012) available on the Department of Planning and Community Development's website at dpcd.vic.gov.au/planning.