

[July 2024]

This checklist outlines the documents required for planning application lodgement. Including these documents with your application will allow us to commence assessment of the application and can reduce processing time. Additional information may be requested by the assessing planning officer. All referenced forms can be found on the [Moyne Shire Council website](#).

## Use this checklist for applications for change of use

The *Planning and Environment Act 1987* defines 'land use' as the use or proposed use for the purpose for which the land has been or is being or may be developed.

Depending on the zone where the land is located, each zone specifies how land can be used through the 'table of uses', which categorises each type of land use into three sections:

**Section 1** - Land uses that do not require a planning permit

**Section 2** - Land uses that require a planning permit

**Section 3** - Prohibited uses

This checklist is used to assess land use in Section 2. Examples for Section 2 use are: using a premises as a dance studio, proposing a convenience shop in a general residential zone and grazing animal production in a township zone.

## Need help?

For more information on how to apply for a planning permit:

- Visit the [planning department website](#)
- Telephone us on 03 5568 0555
- Email us at [moyne@moyne.vic.gov.au](mailto:moyne@moyne.vic.gov.au)
- Meet us by appointment at the Moyne Shire Council office, Princes Street Port Fairy VIC 3284  
From 8.45am to 4.45pm, Monday to Friday

## Book a pre-application meeting

Before you submit your planning application, we encourage you to book a pre-application meeting with a planning officer for planning advice. Please contact the planning department to schedule a meeting. Meetings will be scheduled at a time that is mutually convenient. You need to provide a description of the proposal, the title and any relevant documents. A pre-application meeting fee may apply.

## Minimum requirements for a planning permit application for change of use

- A completed application form
  - Application form is available at [planning forms, fees and checklists](#).
  - Ensure 'cost of works' is completed when you lodge.
- A recent copy of the title and the relevant plan for the land (dated no more than 3 months prior to the application)
  - A copy of the title and the relevant plan can be obtained online from [Landata](#).
  - Provide a copy of any registered covenant and Section 173 agreement if applicable.
- If the use involves buildings and works, refer to Checklist A for site plan, floor plan and elevation requirements

Checklist A Buildings and Works outlines the requirements for the drawings that need to be submitted for assessment.

- A written submission detailing the proposed use, as applicable
  - Previous use of the site
  - Number of seats, hours of operation, staff and patron numbers
  - The number of car parking spaces to be provided
  - Details on the transport of materials or goods to and from the site, and types of goods to be stored or processed on the site
  - Potential impacts on adjacent land, such as noise, airborne emissions, traffic and light spill
  - Whether a licence for the proposed use is required under the *Dangerous Goods Act 1985*
  - Details of consideration of disability standards
- An assessment detailing how the proposed development aligns with the planning requirements

Provide justification as to how the proposal responds to the following provisions of the Moyne Planning Scheme:

- Relevant state, regional, and local planning policies
- Zone - Application requirements to support assessment against decision guidelines
- Overlays - Application requirements to support assessment against decision guidelines
- Particular provisions - Requirements and standards

## Other supporting documents

In addition to the above documents, the following documents may also be necessary.

- An arborist report assessing the impact to existing vegetation
- A neighbourhood character study and a locality map showing the site at a larger scale
- A noise impact assessment
- A traffic management plan
- A farming management plan
- A land management plan

## How to lodge your application

Please submit your application electronically by email to [moyne@moyne.vic.gov.au](mailto:moyne@moyne.vic.gov.au). For other lodgement options, please contact Moyne Council.

## How to pay your application fee

After we acknowledge the receipt of your application, an invoice will be sent to your preferred contact person's email address. Payment options include mail, in-person, by phone, or via BPAY.

Councils provide services under the *Planning and Environment Act 1987*, which incur fees in accordance with the *Planning and Environment (Fees) Regulations 2016*. For detailed information on application fees, please see [fees \(planning.vic.gov.au\)](http://fees.planning.vic.gov.au).

## What happens next

1. Additional information may be requested by the assessing planning officer. A request for further information may be sent to the contact person listed on the application form.
2. Once your application is considered to be complete, the planning officer will decide whether your application needs to be notified or referred to any Referral Authorities under the Moyne Planning Scheme and the *Planning and Environment Act 1987*.
3. You may need to adjust your plans in response to objections from the community, recommendations and decisions made by Referral Authorities.
4. At the end of the notification and referral period, the planning officer will assess the proposal and make a decision to issue a notice of decision, grant a permit, or refuse a permit. You will be informed of the outcome in writing.
5. Upon receiving a planning permit, carefully review the conditions and take note of any that must be complied with before the use and development starts.
6. If you receive a notice of decision to grant a permit, an objector has 28 days to appeal the council's decision to the Victorian Civil and Administrative Tribunal (VCAT). If no appeal is lodged within this period, the planning permit will be issued.
7. You can lodge an application for review with the VCAT if your application is refused by the council, if you are dissatisfied with the conditions, or if a decision has not been made in time.

## To get in touch with Council with your application

- Telephone: 03 5568 0555
- Email: [moyne@moyne.vic.gov.au](mailto:moyne@moyne.vic.gov.au)
- In person: Moyne Shire Council office, Princes Street Port Fairy VIC 3284

