

# B- CHANGE OF USE



Use this checklist for Use applications including:

- Use of land in the Farming Zone ( including for residential purposes)
- Use of land in and Industrial Zone
- Extractive Industries

## Minimum requirements

<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	Recent copy of title (no older than 3 months) and copies of any registered covenant or Section 173 Agreement
<input type="checkbox"/>	Three (3) copies of <b>scaled and dimensioned site plan</b> showing the existing/ proposed layout of buildings on the property.
<input type="checkbox"/>	Three (3) copies of <b>scaled and dimensioned floor plan</b> showing the existing/ proposed layout of buildings .
<input type="checkbox"/>	Description of the <b>proposed use</b> to be undertaken on the property including hours of operation, number of people employed, provision of car parking etc
<input type="checkbox"/>	Written justification as to why the proposed use is consistent with the Decision Guidelines of the zone and relevant policies of the Moyne Planning Scheme.
<input type="checkbox"/>	Payment of relevant fee.

The following local requirements may also be necessary

<input type="checkbox"/>	A Farm Management Plan (for further information contact DPI on (03) 5573 0720
<input type="checkbox"/>	Details of a landscaping scheme including details of any native vegetation
<input type="checkbox"/>	Details of an approved DPI Work Authority
<input type="checkbox"/>	Noise Impact Assessment
<input type="checkbox"/>	A Traffic Management Plan including details of any existing/ proposed car parking areas to be provided on the site and justification for any reduction/ waiver of car parking under clause 52.06 of the Moyne Planning Scheme.

The above has regard to *The Planning and Environment Act 1987*, *The Planning and Environment Regulations 2005* and the Moyne Planning Scheme.

Once **all** of the required information has been received, your application will be registered with Council and planning officers will determine whether any further information is required before your application can be fully assessed. In this regard, pre-application meetings with a town planner are encouraged and you should contact the department to arrange a meeting.

Once your application is considered to be complete, officers will decide whether your application is required to be notified and referred to any service authorities pursuant to the Moyne Planning Scheme and *The Planning and Environment Act 1987*.

If notification/ referral is necessary, a minimum of two weeks is needed before your application can be considered. A decision may take longer in instances such as when an objection is received. If notification or referral is not required, we will endeavour to process your application as quickly as possible, provided all of the above information is submitted with the application.

Please be aware that further delays in the processing of your application may occur where your application must be considered by Councillors or where objections to your proposal have been received.

Should you have any general enquiries in relation to this document please contact the Planning Department of the Moyne Shire on (03) 5568 0555 or visit the planning pages of the Moyne Shire website at [www.moyne.vic.gov.au](http://www.moyne.vic.gov.au)

For enquiries of a more specific nature please contact the department to arrange a meeting with a planner.

**\*Please note 2 or more checklists may be relevant depending on the description of your proposal\***