

Planning Application Requirements - Industrial / Commercial Developments

For all applications:

- A completed Application for a Planning Permit form.
- A full and current copy of title, dated within 90 days of the date of application. This must include the Register Search Statement, Plan of Subdivision and complete copies of any covenants or restrictions registered on title.
- The prescribed application fee (if you wish to pay by credit card, please submit your application and you will be sent an invoice which can be paid via Council's secure payment portal; <https://mygreaterdandenong.com/>).
- If the estimated cost of works is greater than the current metropolitan planning levy threshold, a current Metropolitan Planning Levy (MPL) certificate is required; <https://www.sro.vic.gov.au/metropolitan-planning-levy>.
- If the site is within an area of Aboriginal Cultural Heritage Sensitivity, a Cultural Heritage Management Plan (CHMP) completed by a suitably qualified person is required. It must contain a certificate of approval from the Office of Aboriginal Affairs Victoria (AAV) OR a certified Preliminary Aboriginal Heritage Test (PAHT) in accordance with Section 49B of the Aboriginal Heritage Act 2006 (Amended 2016).
- A complete set of development plans (site plans, floor plans, elevations), drawn to a professional standard with dimensions.
- A schedule of all building materials and finishes, including colours.
- A site re-establishment survey and feature survey, prepared by a suitably qualified professional.
- A development summary, which must detail:
 - net floor area of individual tenancies
 - number of car spaces provided
 - number of bicycle spaces provided
 - areas of hard stand.
- Photographs of the site and surrounding area.
- A written response to any Covenants/Restrictions on Title. Note: Applications within the Logis Estate must provide a written response as to how the applications meet the requirements of the *Logis Urban Design Guidelines – Version 10*.
- A written response to any applicable approved Development Plan. This must include a response to the design outcomes sought (including setbacks and heights) and any landscaping requirements for the site.

Continued overleaf...

- A written report for the proposal, which must include the proposed use for the site and a response to Clause 52.10 – Uses with adverse amenity potential, if applicable.
- A Sustainable Design Assessment for all applications which have a gross floor area of between 1,999sqm and 2,498sqm, or a Sustainable Management Plan for all applications which have a gross floor area of more than 2,499sqm.
- A Traffic Impact Assessment prepared by a suitably qualified person, to demonstrate how any proposed reduction meets the car parking provisions of Clause 52.06.
- A Traffic and Parking Management Plan which must provide a swept path analysis, prepared by a suitably qualified traffic engineer, demonstrating that vehicles associated with all car parking spaces and loading bays can enter and exit the site in a forward direction, preferably in one manoeuvre. The swept path analysis must:
 - be shown for each potential worst case scenario (this may include access and egress in either a forward or reverse direction)
 - show that all parking bays can operate independently
 - show that chassis and body envelopes can undertake each movement within the roadway
 - show that clearance envelopes can undertake each movement without hitting walls or fixed objects
 - consider design speeds and lock to lock time as appropriate
 - be undertaken using the correct vehicles as specified in AS/NZS 2890.1 and 2890.2.
- A Landscape Plan showing, but not limited to:
 - vegetation to be retained, both on-site and adjacent to the site
 - location of new planting and proposed species
 - details of landscape maintenance and management, including water sensitive design principles
 - all surface materials
 - any landscaping opportunities to reduce heat absorption.
- A Waste Management Plan prepared by a suitably qualified person, to demonstrate how waste will be stored, managed and collected.
- An Arborist Report, if any significant trees are being removed that may be contrary to the native vegetation provisions of Clause 52.17.

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