

Industrial/Commercial Use & Development Checklist



Lifestyle Capital of Victoria

Before you lodge

Have you considered booking a pre-application meeting?

Pre-application meetings are for parties who intend to lodge a planning permit application and would like to meet with Council planning staff prior to lodgement for advice and assistance in the preliminary stages of the planning and design process.

Pre-application meetings are helpful in identifying key issues that may be important to the future development of a site. The intention of a meeting is to conduct an open and productive forum whereby all parties work towards a high quality outcome. Pre-application meetings should also give some level of certainty about the outcome of the application to ensure a smoother and more efficient process of the application. To organise a pre-application meeting please contact the Statutory Planning department on 1300 322 322.

Essential information for new Planning Applications

All new planning permit applications must include the following information:

- ☐ A completed planning application form
- ☐ A copy of the Certificate of Title no more than three (3) months old including a copy of any restriction (i.e. covenant, Section 173 Agreement). Obtain a copy of title from [Landata](#).
- ☐ The prescribed fee as set out in the Planning & Environment Regulations.

Please note this fee is for the lodgement of your application and does not include the cost of giving notice of your application should it be required.

What other information will I be required to provide?

The following information should be provided (as applicable) including an electronic copy of all documents:

Buildings and Works Applications:

A plan drawn to scale of 1:100 which shows:

- ☐ The boundaries and dimensions of the site as detailed on the title.
- ☐ Adjoining roads.
- ☐ Relevant ground levels to Australian Height Datum (AHD).
- ☐ The layout of existing and proposed buildings and works including Buildings, driveways and vehicle parking and loading areas.
- ☐ Finished floor levels to Australian Height Datum (AHD).
- ☐ Proposed landscape areas.
- ☐ External storage and waste treatment areas.

- ☐ Elevation drawings including natural ground level and proposed ground level i.e. the location and extent of any proposed cut and fill, external finishes/materials, external wall heights and overall building heights measured from natural ground level.
- ☐ A schedule of external materials colours and finishes.
- ☐ The location, height and purpose of buildings and works on adjoining land.
- ☐ All driveway, car parking and loading areas.

Use Applications:

- ☐ The purpose of the use and the types of processes to be utilised.
- ☐ The type of goods to be stored, processed or produced.
- ☐ How vacant areas of the site are to be managed and maintained.
- ☐ Whether a Works Approval or Waste Discharge Licence is required from the Environment Protection Authority.
- ☐ Whether a notification under the Occupational Health and Safety (Major Hazard Facilities) Regulations 2000 is required, a licence under the Dangerous Goods Act 1995 is required, or a fire protection quantity under the Dangerous Goods (Storage and Handling) Regulations 2000 is exceeded.
- ☐ Proposed signage requirements
- ☐ A written response to Clause 52.10 - Uses with Adverse Amenity Potential The likely effects, if any, on the neighbourhood, including:
 - Implications for changes to car parking requirements (Clause 52.06)
 - Noise levels.
 - Air-borne emissions.
 - Emissions to land or water.
 - Expected parking demands.
 - Traffic, including the hours of delivery and despatch.
 - Light spill or glare

Other Matters

Please have regard to any other matters addressed by the Frankston Planning Scheme including zone and overlay provisions, relevant particular provisions including advertising sign provisions at Clause 52.05, car parking requirements at Clause 52.06, the State and Local Planning Policy Framework including the Municipal Strategic Statement and any relevant local planning policies.

Disclaimer: Please note this checklist is for standard information required for lodgement. Additional information may be required after registration pursuant to S54 of the Planning and Environment Act 1987. Please contact Statutory Planning on 1300 322 322 if you require assistance with your application.