

Checklist for planning applications

Change of use

Background Information

This guide helps provide information on what you need to submit to Council when applying for a planning permit to change how you would like to use your land and or buildings on that land.

All land within the City of Melbourne is prescribed by a Zone, such as the Capital City Zone, General Residential Zone or Commercial Zone. Each Zone specifies uses that are either permitted in that area without the need for a planning permit, uses that may be permitted but require a planning permit, and uses that are strictly prohibited

You may need this checklist if you are:

- Wishing to use a premises as a bar, gym, dance studio, medical centre, office, education centre or other use.

For further guidance about whether you will need to use this checklist, please consider booking a pre-application meeting.

To be accepted for assessment, your application must include:

- A completed application form, including a signed declaration
- A recent copy of the title for the land (dated no more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and the Register Search Statement which lists any encumbrances or restrictive covenants that may affect the land. A Certificate of Title may be obtained online from [LANDATA¹](https://www.landata.vic.gov.au/) or by contacting the [Land Information Centre²](https://www.land.vic.gov.au/)
- The prescribed application fees
- A written response with details on the proposed use/ business you intend to operate
- A proposed scaled and dimensioned floor plan that at a minimum shows the internal layout of the use/ business and the building/ land in the context of the immediate area.

Note: An application fee is requested by the Responsible Officer after the application is lodged. Please ensure the section of the application form titled "Cost of Works" is completed when you lodge your application to prevent delays in calculating the correct fee

In addition to the mandatory items above, you will need some or all of the following:

Note: Please refer to the endnotes at the bottom of this document to determine which requirements may apply to your application. You can also discuss these requirements with a Council Planner via a pre-application meeting.

- A written report of the existing and proposed use(s) which contains the following information (as applicable)

Note: Council requires that you provide a written submission that justifies your proposal. It should contain as much information as possible, and will vary from case to case, however as a minimum it should address the below list of items.

- Proposed hours of operation
- Numbers of staff/employees/practitioners
- Numbers of seats required for the proposed use(s)
- Type of liquor licence to be sought (if any)
- The number of car parking spaces to be provided, proposed site access arrangements and a supporting statement justifying a reduction or the waiving of the statutory car parking requirements
- Details as to whether a licence for the proposed use is required under the Dangerous Goods Act 1985
- Details of the transport of materials or goods to and from the site and the type and quality of any goods to be stored, processed or produced
- Details of any emissions from the land generated through the proposed use(s)
- Details of the consideration of the Disability (Access to Premises-Buildings) Standards 2010

¹ <https://www.landata.vic.gov.au/>

² https://www.land.vic.gov.au

A site analysis plan must be drawn to scale and dimensioned showing the following information (as applicable):

Note: A Site Analysis Plan is a clear drawing that shows your site and all bordering sites, including the location of buildings and their uses.

- The location and layout of the existing building(s) on the site, including the location of all external windows and doors
- The location and layout of the existing building(s) on adjoining properties, including the location of all external windows, doors and outdoor areas
- How close the site is to residential properties, including details of doors, windows and outdoor areas on all residential properties within 9 metres from the site
- The current use(s) of all areas of the site

A proposed floor plan must be drawn to scale and show the following information (as applicable)

Note: A Proposed Floor Plan is a clear drawing that shows the location of the proposed building/works and other structures on the site..

- The location and layout of the existing building(s) on the site, including the location of all external windows and doors
- The location and layout of the proposed building(s) on the site (the same as existing if there is no development or changes proposed)
- The location of all car parking (if any), including dimensions of all car parking spaces (see above example)
- The total floor area to be occupied by the proposed uses(s)
- Any car parking scaled and dimensioned in accordance with Clause 52.06 of the Melbourne Planning Scheme. For further details on car parking requires please refer to the relevant Checklist on our website.

An acoustic report, including:

Note: Depending on the use and its proximity to sensitive land uses an acoustic report may be required. Any acoustic report must demonstrate that the amenity of the area will not be unreasonably impacted by your proposal as a result of the patrons or operations of the site. The report will need to be prepared by an acoustic engineer or consultant.

- Assessment of whether the noise levels generated by the proposed use at the premises meets the requirements specified in the State Environment Protection Policy. In particular EPA Publication 1826.4: Noise limit and assessment protocol for the control of noise from commercial, industrial and trade premises and entertainment venues. See endnote 5 for further details
- Identification of sensitive nearby uses, all potential noise sources and sound attenuation work required

Helpful Hints

1. This checklist outlines the standard information required for application lodgement. Additional information may be requested by the assessing planning officer.
2. If you would like to discuss your proposed licensed premises, you can arrange a pre-application meeting at [Planning pre-application advice](#)³
3. For information about fees, please refer to the [Schedule of fees](#)⁴. Please note, you may require other permits, and these may incur additional fees.
4. If you are reducing car parking requirements, you'll likely be changing other things such as a change of use, signage or undertaking minor works, these may also require a planning permit in their own right. Please refer to Council's other checklists for further information on additional permit requirements.
5. If you are changing an existing use or beginning a new use on the land, you'll likely be changing other things such as signage or undertaking minor works, these may also require a planning permit in their own right. Please refer to Council's other checklists for further information on additional permit requirements.
6. [Clause 73.03 - Land Use Terms](#) ⁵This Clause will help to explain how your proposed 'use' is defined under the Melbourne Planning Scheme. For example a gym is considered a 'restricted recreation facility' under the Scheme.

Application lodgement guidelines

Please submit your application electronically – by email, online file sharing service or USB. Your email should include the complete application as a single PDF document, optimised to reduce file size and not encrypted or password protected. Alternatively, you may lodge the application via our online portal [Lodge a planning application](#)⁶. For other lodgement options, please contact Council.

To get in touch with Council about your application

Telephone: (03) 9658 9658
Email: planning@melbourne.vic.gov.au
Online: [Contact us](#)⁷

³ <https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services>

⁴ <https://www.melbourne.vic.gov.au/SiteCollectionDocuments/planning-schedule-of-fees>

⁵ <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/73.03>

⁶ <https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services/planning-applications>

⁷ <https://www.melbourne.vic.gov.au/pages/contact-us.aspx>