



## Checklist for planning applications

# Reduction in Car Parking Requirements

### Background Information

This guide helps provide information on what you need to submit to Council when applying for a planning permit to reduction of the standard car parking requirements of Clause 52.06 of the Melbourne Planning Scheme.

Clause 52.06 sets out how much on site car parking must be provided for particular uses. If this car parking cannot be provided then Council can consider an application to reduce the amount of car parking required.

You may need this checklist if you are:

- Wishing to use a premises/ site for a different purpose (i.e. from a domestic dwelling to a medical centre).
- Wishing to increase the size of your building or the floor area (i.e. including a mezzanine level within an existing warehouse)

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 [LANDATA<sup>1</sup>](https://www.landata.vic.gov.au/) or by contacting the [Land Information Centre<sup>2</sup>](https://www.land.vic.gov.au/)
- The prescribed application fees
- A written response (Car Parking Demand Assessment) as to how the proposed reduction of car parking respond to [Clause 52.06<sup>3</sup>](https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/52.06) of the Melbourne Planning Scheme
- An existing and proposed scaled and dimensioned site plan showing existing existing/ proposed buildings, car parking and accessways.

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:

- A written report (Car Parking Demand Assessment) providing an assessment against [Clause 52.06](https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/52.06) of the Melbourne Planning Scheme. The response should address the following:

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. Please note reports prepared by a suitability qualified traffic engineer is often more comprehensive and assists in Council’s assessment.

- Full details of the existing and proposed use (e.g. nature of the use, proposed number of dwellings, days and hours for trading, number of tables and chairs within the premises)
- Number of patrons, size of leaseable floor area
- Number of existing and proposed on-site car spaces/bicycle facilities
- Any car parking credits that may apply to the site
- Number of on-site car spaces provided in accordance with expectations of the
- Number of on-site car spaces provided in accordance with expectations of the Disability Discrimination Act 1992 and AS1428
- Availability of nearby on-street loading/unloading bays
- Details of use including anticipated frequency of deliveries
- Any other matter specified in a schedule to the Parking Overlay. Note: Some sites in the City of Melbourne are located with a Parking Overlay where different rates apply.

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<sup>1</sup> <https://www.landata.vic.gov.au/>

<sup>2</sup> <https://www.land.vic.gov.au/>

<sup>3</sup> <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/52.06>

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 all car parking spaces shown in accordance with Clause 52.06-9 - Design standards for car parking
- The location and layout of the existing building(s) on adjoining properties
- Location of any on-street and off-street public car parking spaces
- Location of relevant public transport infrastructure

## Helpful Hints

1. This checklist outlines the standard information required for application lodgment. 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](#)<sup>4</sup>
3. For information about fees, please refer to the [Schedule of fees](#)<sup>5</sup>. 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. [Using the Car Parking Provisions - Planning Practice Note 22](#)<sup>6</sup> This Practice Note prepared by the Department of Transport and Planning provides guidance about the use of the car parking provisions in Clause 52.06 and the Parking Overlay. It explains how the car parking requirements are calculated and what information is required to be submitted with an application with car parking.
6. Depending on the scale and complexities of your proposal you may need to submit a Traffic Impact Assessment prepared by a suitably qualified Traffic Engineer. Any Traffic Impact Assessment must still address the decisions guidelines associated with Clause 52.06 of the Melbourne Planning 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](#)<sup>7</sup>. 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](mailto:planning@melbourne.vic.gov.au)  
Online: [Contact us](#)<sup>8</sup>

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<sup>4</sup> <https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services>

<sup>5</sup> <https://www.melbourne.vic.gov.au/SiteCollectionDocuments/planning-schedule-of-fees>

<sup>6</sup> <https://www.planning.vic.gov.au>

<sup>7</sup> <https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services/planning-applications>

<sup>8</sup> <https://www.melbourne.vic.gov.au/pages/contact-us.aspx>