

CAR PARKING REDUCTION CHECKLIST

Disclaimer: *This checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.*

Mandatory Information

- A current copy of title. The title must be no older than 3 months and show all boundaries, easements and any registered covenants/ s173 agreements on the land. A Certificate of Title may be obtained online from LANDATA via <https://www.landata.vic.gov.au/> or Land Information Centre via <https://www.propertyandlandtitles.vic.gov.au/>

Written Submission

A written explanation containing the following information (as applicable):

- The proposed use of the site, number of employees and patrons and hours of operation.
- The previous use of the site.
- The site and floor area (in square metres) to be occupied.
- The number of car parking spaces required under Clause 52.06-5 or in schedule to the Parking Overlay.
- The total number of car parking spaces provided on site.

- All available car parking spaces (not on private land) including timed restrictions (if applicable).
- The availability of public transport in the locality of the land.
- The likely impact of a reduction in car parking on the amenity of the area and on the area's existing car parking.

Site Plan

A Site plan (drawn to a scale of 1:100 or 1:200), with the following details:

- The length and width of the site boundaries.
- Total area of the site (in square metres).
- Allocation of car parking spaces to different uses or tenancies, if applicable
- Show the location of all available car parking spaces (not on private land) within walking distance of the site.