

CHANGE OF USE 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 of the existing and proposed use(s). It may contain the following information (as applicable):

- Previous or current use of the site.
- Does the current use have a Liquor license?
- Do you require a Liquor License?
- Outline how the new business will operate:
 - Opening hours;
 - Number of seats;
 - Number of staff;
- Number of employees;
- Total number of car parking spaces on site.
- Are you proposing to alter the building (i.e. change to windows, doors, materials etc.)
- Are you proposing to display signage? (refer to signage checklist)
- Where will the loading and unloading of goods occur?
- Type of goods to be stored processed or produced on site.
- Details of any emissions (smell, smoke etc.) created by the proposed use.
- An assessment against the relevant requirements of the Maribyrnong Planning Scheme.
- A car parking assessment against Clause 52.06 of the Maribyrnong Planning Scheme and/or justification for the reduction of the car parking requirements.

Site / Floor Plans

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

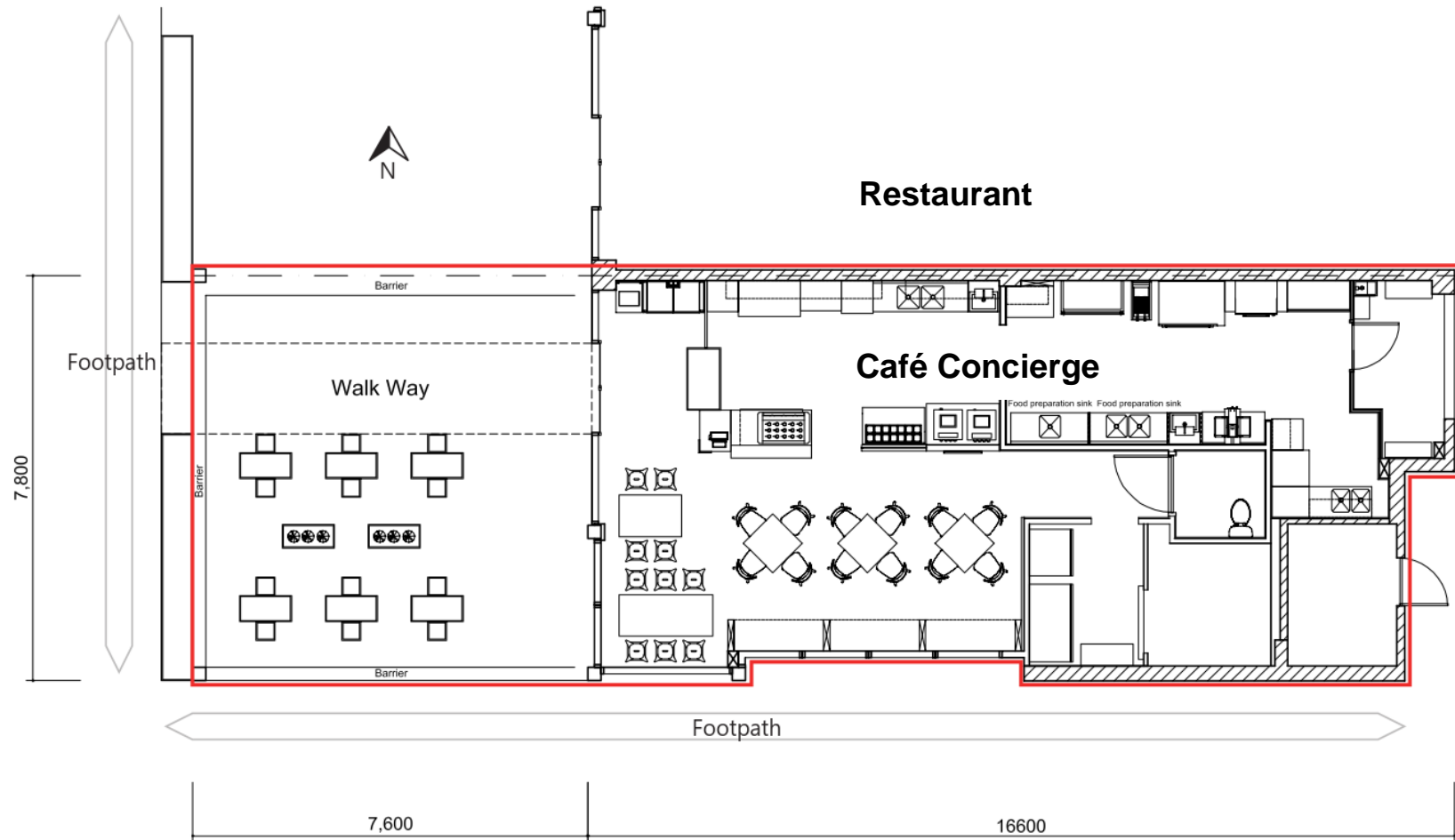
- The length and width of the site boundaries.
- Total area of the site (in square metres).
- The location of seating, storage areas, toilets etc., within the building.
- Any proposed changes to the building. (e.g. change to windows, doors, materials etc.)
- Dimensions (length and width) and total area (in square metres) of waste storage areas.
- Location of car parking on site.

Elevations – (if new works or signage proposed)

Elevations drawn to a scale of 1:100 showing the following:

- Maximum wall heights measured from the natural ground level.
- Schedule of finishes, materials and colours.
- Location of Signage to show details outlined in the advertising checklist.

See following plan examples.



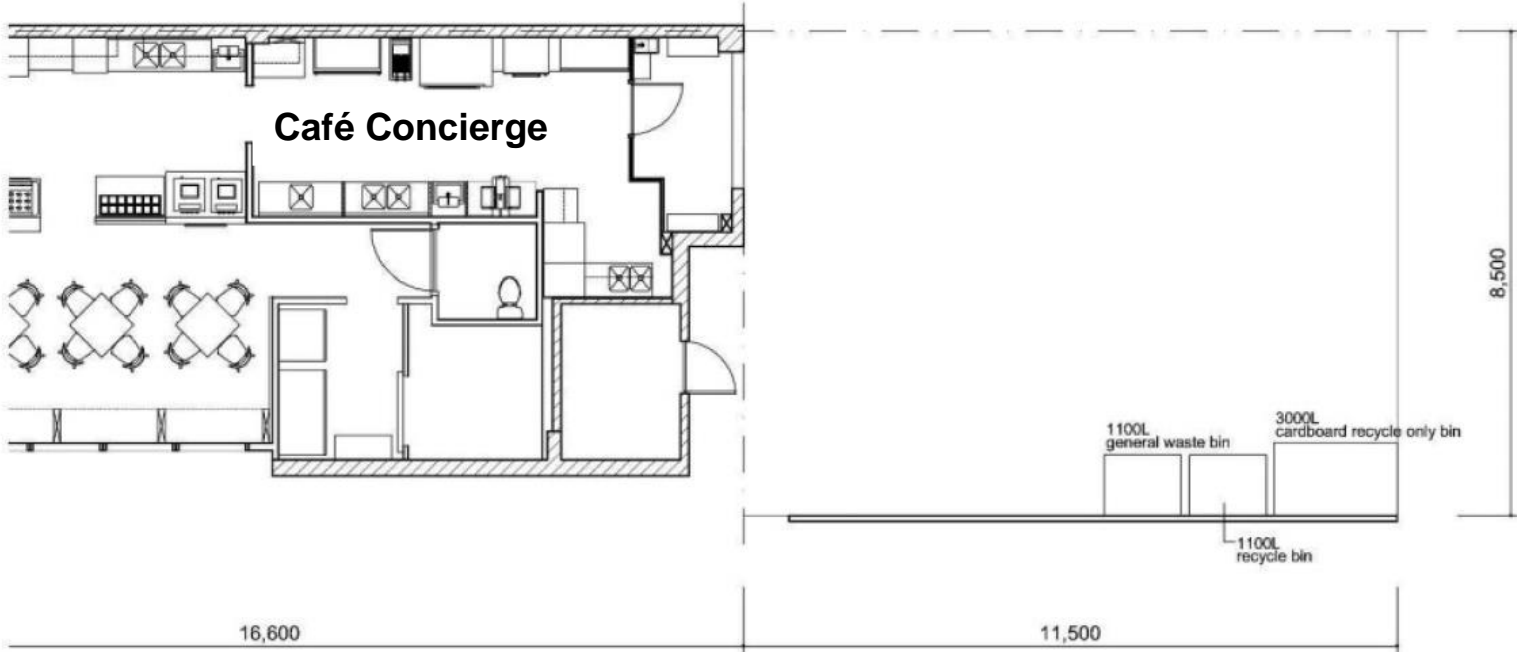
FLOW PLAN

SCALE A4:1/100

Café Concierge
61 Napier Street, Footscray 3011
 Total Area of café: 188.76 square metres
 Car Parking available at the rear of the site
 Redline shows where liquor will be served
 No footpath trading required

Red line is required **ONLY** if you are applying for a liquor license.

Restaurant





Aerial view of the site and surrounds