

Commercial / Retail Application Checklist

This document can be submitted with your application as a summary of documents submitted for approval.

No.	Mandatory documents to be submitted with your application	√
1	An Application Form completed and signed	
2	A full copy of Title for the land, including the map showing current owners, title plan and any registered covenants, restrictions or Section 173 Agreements	
3	The prescribe application fee	

No.	Supporting documents to be submitted with your application	√
Buildings and works		
4	3 copies of fully dimensioned development plans drawn at a scale of 1:100 or 1:200	
5	1 copy of all submitted plans in A3 size suitable for photocopying including: <ul style="list-style-type: none"> The boundaries and dimensions of the site Adjoining roads Relevant ground levels Elevations including colour and materials of all buildings and works Driveways and vehicle parking and loading areas The layout of existing and proposed buildings and works identifying the intended use of the components of the building Landscape layout plan which includes the description of vegetation to be planted, the surfaces to be constructed, a site works specification and the method of preparing, draining, watering and maintaining landscape area Any proposed signs Written submission detailing content of proposed application 	
Use of land		
6	Copy of a written submission detailing the purpose of the use and the types of activities which will be carried out	
7	Proposed patron numbers and security arrangements for a licensed premises	
8	How excess land will be maintained	
9	The likely effects, if any, on the neighbourhood, including: <ul style="list-style-type: none"> Noise levels and any remediation proposed Traffic, including the hours of delivery and dispatch Hours of operation Light spill or glare Solar access 	
10	If an industry or warehouse: <ul style="list-style-type: none"> The type and quantity of goods to be stored, processed or produced Whether a Works Approval or Waste Discharge Licence is required from the Environment Protection Authority Whether a licence under the Dangerous Goods Act 1985 is required The likely effects on adjoining land, including air-borne emissions and emissions to land and water 	
11	If a licensed premises: <ul style="list-style-type: none"> Delineated area of Liquor Licence to be shown 	

Pre-application Meetings

Pre-application meetings are recommended as a part of the application process. Council officers can provide specific advice to applicants on whether the proposal is generally consistent with the Swan Hill Planning Scheme.

Council officers will also aim to assist applicants to become fully aware of the expected standard and extent of documentation they are required to provide with their application to reduce or avoid the need for Council to request further information.

To arrange an appointment for a pre-application meeting with a Planning Officer please contact the Town Planning Department directly on (03) 5036 2352.