

# Waiver of car parking 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	√
4	3 copies of plans drawn at a scale of 1:100 or 1:200 showing as appropriate: <ul style="list-style-type: none"> <li>• Site layout and existing car parking spaces, dimensions and proposed means of access.</li> </ul>	
5	A written statement for assessment against the requirements of Clause 52.06 of the relevant Planning Scheme including: <ul style="list-style-type: none"> <li>• Full details of the current use and proposed use including days and hours of operation, staff numbers etc.</li> <li>• The proposed days and hours for trading</li> <li>• The numbers of tables and chairs within the premises and the number of patrons (if appropriate)</li> <li>• Any car parking deficiency or surplus (credit) associated with the existing use</li> <li>• Any relevant car parking precinct plan</li> <li>• The availability of car parking in the locality</li> <li>• Any shared use of car spaces by multiple uses</li> <li>• Any empirical assessment of car parking demand (if appropriate)</li> <li>• Available public transport options and accessibility</li> </ul>	
6	Copy of a written statement explaining: <ul style="list-style-type: none"> <li>• The purpose of the subdivision</li> <li>• The current use of the land</li> <li>• The area of each proposed new allotment</li> <li>• How the proposal meets the objectives and standards of Clause 56</li> <li>• How the proposal responds to any relevant Development Plans</li> <li>• Proposed vegetation removal</li> <li>• How the proposal responds to any relevant Local Planning Policies and Strategies</li> </ul>	

## For applications to reduce the car parking requirement

An application to reduce (including reduce to zero) the number of car parking spaces required under Clause 52.06-5 or in a schedule to the Parking Overlay must be accompanied by a Car Parking Demand Assessment.

The Car Parking Demand Assessment must assess the car parking demand likely to be generated by the proposed:

- New use; or
- Increase in the floor areas or site area of the existing use; or
- Increase to the existing use by the measure specified in Column C of Table 1 in Clause 52.06-5 for that use.

The Car Parking Demand Assessment must address the following matters, to the satisfaction of the responsible authority:

- The likelihood of multi-purpose trips within the locality which are likely to be combined with a trip to the land in connection with the proposed use.
- The variation of car parking demand likely to be generated by the proposed use over time.
- The short-stay and long-stay car parking demand likely to be generated by the proposed use.
- The availability of public transport in the locality of the land.
- The convenience of pedestrian and cyclist access to the land.
- The provision of bicycle parking and end of trip facilities for cyclists in the locality of the land.
- The anticipated car ownership rates of likely or proposed visitors to or occupants (residents or employees) of the land.
- Any empirical assessment or case study.

Before granting a permit to reduce the number of spaces below the likely demand assessed by the Car Parking Demand Assessment, the responsible authority must consider the following, as appropriate:

- The Car Parking Demand Assessment.
- Any relevant local planning policy or incorporated plan.
- The availability of alternative car parking in the locality of the land, including:
  - Efficiencies gained from the consolidation of shared car parking spaces.
  - Public car parks intended to serve the land.
  - On street parking in non residential zones.
  - Streets in residential zones specifically managed for non-residential parking.
- On street parking in residential zones in the locality of the land that is intended to be for residential use.
- The practicality of providing car parking on the site, particularly for lots of less than 300 square metres.
- Any adverse economic impact a shortfall of parking may have on the economic viability of any nearby activity centre.
- The future growth and development of any nearby activity centre.
- Any car parking deficiency associated with the existing use of the land.
- Any credit that should be allowed for car parking spaces provided on common land or by a Special Charge Scheme or cash-in-lieu payment.
- Local traffic management in the locality of the land.
- The impact of fewer car parking spaces on local amenity, including pedestrian amenity and the amenity of nearby residential areas.
- The need to create safe, functional and attractive parking areas.
- Access to or provision of alternative transport modes to and from the land.
- The equity of reducing the car parking requirement having regard to any historic contributions by existing businesses.
- The character of the surrounding area and whether reducing the car parking provision would result in a quality/positive urban design outcome.
- Any other matter specified in a schedule to the Parking Overlay.
- Any other relevant consideration.

## **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 Statutory Planning Unit directly on (03) 5036 2352.