

Industrial

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	A report which responds to the policy guidelines of Clause 21.08-2: Industrial of the Swan Hill Planning Scheme (details over page)	

Building and works

5	3 copies of fully dimensioned development plans drawn at a scale of 1:100 or 1:200 which include, as appropriate:	
6	1 copy of all submitted plans in A3 size suitable for photocopying <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 • Setbacks of adjoining buildings where setback reduction is sought • 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 • Written submission detailing content of proposed application • A table showing floor areas and car parking rates calculated for car parking to be provided 	

Use of land

7	The purpose of the use and the types of processes to be utilised	
8	The type and quantity of goods to be stored, processed or produced	
9	How excess land will be maintained	
10	Hours of operation	
11	Whether a Works Approval or Waste Discharge Licence is required from the Environment Protection Authority	
12	Whether a licence under the Dangerous Goods Act 1985 is required	
13	The likely effects, if any, on the neighbourhood, including: <ul style="list-style-type: none"> • Noise levels and any remediation proposed • Air-borne emissions • Emissions to land or water • Traffic, including the hours of delivery and despatch • Light spill or glare 	

4. A report which responds to the policy guidelines of Clause 21.08-2: Industrial of the Swan Hill Planning Scheme

The following details should be included (where appropriate):

When considering an application for industrial development, require a design report as appropriate, demonstrating that:

- Building mass, scale and form have been considered having regard to the local urban character.
- Streetscape character has been identified and considered.

When considering an application for industrial development, consider whether the application meets the following criteria or performance measures:

- Development should be connected to reticulated water, sewerage, power and storm water facilities.
- Development should incorporate water sensitive urban design principles and re-use from rainwater tanks for industrial purposes.
- Setback areas should be used for landscaping, vehicle and pedestrian access and car parking.
- Landscaping areas should be designed to:
 - Retain existing vegetation where practicable.
 - Use local native vegetation as much as possible.
 - Screen areas where visibility for safety is not essential.
 - Be low maintenance.
 - Achieve high quality and consistent landscape themes with adjoining and nearby properties and the adjacent road reserve.
- Car parking areas consisting of more than ten car spaces should include trees or some other form of landscaping to reduce the visual impact of large hard surface areas and to provide shade.
- All loading and unloading should be carried out within property boundaries.
- Sites should have a minimum frontage of 28 metres to enable loading and unloading to be undertaken within the site boundaries and to enable heavy articulated vehicles to enter and exit the site in a forward direction.
- Driveways, car parking areas and external storage areas should be constructed of an impervious all-weather surface as a minimum standard.
- The façade of all buildings facing an external road should be constructed of brick, glass, or painted/treated concrete, or colorbond steel cladding, to enhance the appearance of the development. Colorbond steel or any other material which will not detract from the appearance of the building may be used for walls not fronting a street.
- There should be the following minimum setback distances:
 - 10.0 metres from external walls to front boundary.
 - 5.0 metres to side street boundary for corner allotments.
 - 3.0 metres for steel framed structures and metal cladding, or on boundary for brick or concrete walls.
- Land within 10.0 metres of the front boundary should be used for car parking, access and landscaping and maintained to the satisfaction of the responsible authority.
- There should be a minimum setback of 3.0 metres for offices and amenity buildings where car parking is not in front of industrial buildings.
- There should be a minimum 2.0 metres wide strip for landscaping along the frontage of allotments and the sideage of corner allotments.

When deciding on applications for industrial development, the following matters will be considered, as appropriate:

- The impact of the development on the amenity and streetscape of the area.
- The appearance of the proposed development.
- Buffers prescribed under clause 52.10.
- The design and layout of the proposed development including setbacks from property boundaries.

- The type and colour of building materials.
- The standards of any proposed landscape treatment.

When deciding on applications for rural industrial development, the following matters will be considered, as appropriate:

- The nature of the rural industry, including the hours and seasons for operation and the number of workers associated with the industry.
- The anticipated off site effects associated with the rural industry, including truck movements and frequency, buffer requirements of the industry, impacts on adjoining and nearby rural and residential uses and impact on the rural landscape and the need for the developer to address these impacts.
- Servicing requirements for the rural industry, including seasonal worker housing, water, effluent disposal, power, external and internal road access, drainage, and telecommunications.
- Accessibility to external physical and community infrastructure and services.

When deciding on applications for industrial subdivisions, the following matters will be considered, as appropriate:

- The EPA publication 960 Guideline for Environmental Management Doing It Right on
- Subdivisions.

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.