

Change of use 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 which is less than 3 months old	
3	The prescribe application fee	

No.	Supporting documents to be submitted with your application	√
Use of land		
4	A written submission detailing the purpose of use and the types of activities which will be carried out	
5	Proposed patron numbers and security arrangements for a licensed premises	
6	How excess land will be maintained	
7	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 	
8	3 copies of fully dimensioned plans drawn at a scale of 1:100 or 1:200 A3 size of existing building if appropriate	
9	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 	
10	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.