



GREATER
SHEPPARTON

Industrial Development

Checklist

This checklist is to assist applicants with submitting an application for an Industrial Development.

Due to the complexity of the controls relating to Industrial Developments within the Greater Shepparton Planning Scheme, it is requested that you discuss your proposal and confirm with a planning officer if a planning permit is required before you commence the use and/or development on the land. An appointment can be made to meet with a planning officer by contacting the Council on (03) 5832 9700 or book online at the Councils website <http://www.greatershepparton.com.au/bookings/>.

Delays in obtaining a permit can occur when the information supplied by the applicant is unclear or incomplete. Please read and follow the checklist found on the front and back of this document to ensure that the correct information is lodged with your application.

This checklist outlines the minimum information to be submitted to enable your application to be lodged with the Council without delays. Further information may be required to be submitted to the Council by the assessing planning officer for particular land use and development proposals.

Please ensure you include clear and accurate plans which are fully dimensioned and drawn to scale. If your project is complicated, you may need professional assistance to draw up your plans.

For all Planning Applications the following Must be provided:

- A completed and signed Application for Planning Permit Form
- A Full Current Copy of Title (Must be printed within the last two months)
- The prescribed fee (contact the Planning Department on (03) 5832 9730 for fees)

A checklist of specific requirements can be found on the reverse side of this sheet.

Continued Overleaf



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A development summary providing the following information:

- A description of the proposed use/s of the site
- Purpose of the use
- Details of the existing and proposed floor area explaining what each area of the building is being used for i.e. display/storage/office etc
- Type and quantity of goods to be stored, processed or produced
- Hours of operation
- Number of staff
- The likely effects, if any, on the neighbourhood including noise levels (including any remedies proposed), air-borne emissions, emissions to land or water, light spill or glare, traffic (including the hours of delivery and dispatch), etc

Applications should be accompanied by three copies of fully dimensioned plans which include a north point.

- Site Area including boundaries and dimensions
- The location of existing and proposed buildings
- Layout of proposed and existing buildings area (in m²) showing areas used for display/storage/offices
- Location of driveways, parking bays and loading area
- Location of external storage areas
- Location of easements
- Details of garbage storage areas
- Finished floor level
- Elevations of all buildings
- Colours and materials of proposed works
- 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.
- Concept drainage plan

For further assistance in the preparation of your application, please call the Planning and Development Department on (03) 5832 9730.