Change of Use Checklist

This checklist sets out what is required when submitting a planning application to change the way land or a building is used.

**Checklist Item**

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| **A completed planning application form** | Yes ☐ No ☐ |
| **The appropriate fee** with [credit card payment](https://www.wyndham.vic.gov.au/sites/default/files/2016-06/Credit%20Card%20Payment%20Form.pdf). View [Town Planning fees](https://www.wyndham.vic.gov.au/media/1477) | Yes ☐ No ☐ |
| **A current copy of Title.**  A full, current copy of the title of the property including any restrictions/covenants listed. A copy of this can be obtained covenants listed. A copy of this can be obtained from [Land Victoria (Property Reports, Title Searches/Requests)](http://www.land.vic.gov.au/). Copies of Titles must not be older than 3 months. | Yes ☐ No ☐ |
| **One copy of electronic plans. The plans must be drawn to scale and include a site plan showing:**   * Dimensions of setbacks of buildings and structures * Location and number of car parks and access * Layout of existing use and proposed use * The location of any proposed external lighting * The location of any existing infrastructure such as pits, drains, poles and etc * Floor plans showing layout of existing use and proposed use. | Yes ☐ No ☐ |
| **A report including information on:**   * A detailed description of the proposed use; * Hours of operation * Anticipated noise levels * Employee number * Visitor / seating numbers * A description of surrounding land uses * Whether the number car spaces provided on site and the design of the car park is in accordance with Clause 52.06 of the Wyndham Planning Scheme | Yes ☐ No ☐ |