

**CHECKLIST FOR APPLICATION FOR PLANNING APPROVAL
FOR COMMERCIAL VEHICLE PARKING**

PLEASE NOTE:

To reduce potential time delays associated with incomplete applications all applicants are required to verify (✓ tick off using the tick boxes supplied) their application against the following checklist and sign below to confirm that the requested information has been provided.

CHECKLIST	Self-Check ✓ or x	Office Use Only
		Officer-Initials ✓ or x
Forms		
1. Schedule 6 Form of Application for Planning Approval		
2. Commercial Vehicle Details Form – <i>see over</i>		
3. Current Copy of Registration Licence for the Commercial Vehicle		

Fees		
3. Application Fee is attached. Please refer to the City’s “Schedule of Fees & Charges Planning Services”		

Site Plan (to scale - not less than 1:200 or nearest scale)		
2 copies (to include the following): a) Location of all existing buildings/structures on lot; b) Exact location of where commercial vehicle will be parked on lot at all times (include distance from boundaries); 4. c) Street name(s); d) North point; e) Lot boundaries; f) Position of septic tanks, leach drains and soak wells; and g) Manoeuvring Areas; Points of Access/Egress		

Further Advice to Applicant

Additional Information

- Following initial assessment of your application, the City may request other information, or plans may need to be revised to assist in determination of the application.
- The City’s Building Department may still retain records of your dwelling. Owners may request an archive search and purchase copies of the plans by completing the necessary form along with submitting a payment fee.
- A Retrospective Fee will apply if the Commercial Vehicle is being parked at the property prior to approval being granted.

COMMERCIAL VEHICLE DETAILS FORM

COMMERCIAL VEHICLE DETAILS
Make of Vehicle:
Registration Number of Vehicle:
Load Capacity of Vehicle: <i>(NB: Load capacity shall not exceed 2.5 tonnes; as defined in Part 5A.1.5(b) of the Town Planning Scheme No. 4)</i>
Height of Vehicle: <i>(NB: Overall height including any load shall not exceed 2 metres; as defined in Part 5A.1.5(c) of the Town Planning Scheme No. 4)</i>
Length of Vehicle (including trailer): _____ <i>(NB: Overall length including any trailer or attachments shall not exceed 5 metres; as defined in Part 5A.1.5(d) of the Town Planning Scheme No. 4)</i>
Vehicle used for/what does it carry when loaded:
Approximate times when vehicle will be parked on the property <i>(i.e. 7:00pm – 7:00am daily, please include weekends)</i>
Monday to Friday _____ PM to _____ AM
Saturday _____ PM to _____ AM
Sunday _____ PM to _____ AM
Public Holiday _____ AM to _____ PM
Further advice to Applicant, please note: A person shall not start or drive a truck on any lot adjoining land zoned, approved or used for residential purposes in compliance with the requirements of the City's Town Planning Scheme No. 4 between the hours of 10:00pm on any day and 7:00am on the following day, or, where the following day is a Sunday or a public holiday, 9:00am on that day as defined in the Environment, Animals And Nuisance Local Laws 2002.

<i>I declare and acknowledge the information provided above is accurate and complete. I also acknowledge and accept that when lodging this checklist and details form, that the City may advertise, display, copy and/or reproduce any supporting plans and documentation submitted as part of this application:</i>
Applicant's Name: _____
Applicant's Signature: _____
Date: _____