



DEVELOPMENT APPLICATION CHECKLIST – COMMERCIAL VEHICLE PARKING

To be submitted with an Application for Development Approval

Please ☒ tick the boxes supplied on the following checklist to confirm the requested information has been provided. **Failure to provide all required information may result in the application being returned to the applicant without being processed and/or significant time delays.**

Applicant to Complete ☒	APPLICATION FORM
☐	Applicant details (including email address) and signature
☐	Current landowner details and signature
☐	Complete property details including Lot, street number and street name
	FEES
\$	Fees paid in accordance with Planning Fees and Charges
	The application shall include the following information:
☐	Certificate of Title. Formal record of ownership issued by Landgate
☐	The submission of plans and supporting documents in the form of electronic (PDF format) Online Lodgement
☐	A cover letter including: - The proposed use of the site, nature and type of all operations and processes, including but not limited to the hours of operation, number of employees, number of car parking spaces, dimensions of the parking area, location of vehicle access areas, number of vehicle movements and size and type of vehicles. - Indication of the typical frequency and times when the vehicle/s will be driven to and from the site, and a description of the main functions of the vehicle/s.
☐	Assessment of the application against Town Planning Scheme No.6 (MKSEA) or Local Planning Scheme No. 24 and Local Planning Policy 2.1 - Commercial Vehicle Parking
☐	A completed Additional Application form for Commercial Vehicle Parking
☐	Proof of residency, employment and ownership/responsibility for vehicles - Driver of the vehicle must be resident of the property and use the vehicle as part of their main occupation unless otherwise stated in <i>Local Planning Policy 2.1 - Commercial Vehicle Parking</i> .
☐	A site plan to a scale of 1:500 showing lot boundaries and the location of the dwelling, outbuildings, proposed parking location, driveway and vehicle access, manoeuvring areas and intended vehicle screening measures.
☐	Photographs showing the front, side and rear of the vehicle/s, and the location where the vehicle/s are proposed to be parked.
☐	A copy of the driver's licence of each person proposed to drive the commercial vehicle/s, clearly identifying their registered residential address (residential address must be the same as the property address where the vehicle/s are proposed to be parked).