

## Change of Uses

### What is a change of use?

A change of use may be:

- a) Introducing a new use to an existing building; or
- b) Changes to the existing use's area(s) within a building.

### Do I require development approval for a change of use?

The Town's local planning scheme, which has the same legal force as an Act of Parliament, states that for the purpose of obtaining Council's approval for the use of land, a **change of a use** on land shall be considered development.

So, even though a proposal may not involve the construction of any building or other works, changing or introducing a new use to a property may require the development approval of the Town.

### Application Requirements

- a) A completed Development Approval Application Form and MRS Form 1.
- b) A completed signage details form (if applicable);
- c) The prerequisite planning fee;
- d) A written submission which includes details of the following (where applicable):
  - I. A description of existing land uses and processes conducted on site.
  - II. Non-residential applications should clearly outline any processes conducted on site, an explanation of the types of goods manufactured, assembled and/or sold on site.
  - III. Details of the proposal and clear explanation of proposed land uses, and how the business operates.

- IV. If the business is being relocated from another site, then details of where the business currently operates is useful.
  - V. Information on the number of employees, hours of operation, whether clients are to visit the premises (how many clients and/or staff will be on site during peak hours of operation) etc.
- e) Detailed plans, even where no development or changes to buildings are proposed. The applicant must submit a detailed site plan, and show the different areas and land uses on floor plans for the building, and the site area.
- I. The location, number layout and dimensions of existing and proposed car
  - II. Parking bays
  - III. External signage
  - IV. Existing and proposed loading areas
  - V. Existing and proposed fencing
  - VI. The location of existing buildings and uses detailed for each building
  - VII. Proposed location of new buildings and/or extension/s to existing
  - VIII. buildings clearly marked (including mezzanines)
  - IX. Proposed land uses for any new building and / or extension (including
  - X. mezzanines)
  - XI. Details of bin storage and location (if applicable)
  - XII. Existing and proposed landscaped areas
  - XIII. Effluent disposal areas or the nearest sewer connection point
  - XIV. Existing and proposed street trees (trees on the adjoining verge). Those being retained and/or removed are to be labeled accordingly.

If you have any queries, please contact the Town's Statutory Planning section on 9347 6000.