



Car Parking

Planning guide and checklist



Find out how to apply for a planning permit to provide less car parking than required by the Kingston Planning Scheme.

The Kingston Planning Scheme (specifically clause 52.06) sets out requirements for how much on-site car parking needs to be provided for various types of properties and uses. The regulations exist to ensure that as building density increases and population grows there are appropriate levels of car parking available to support the liveability of the area and viability of commercial locations.

If you intend to make changes to your property or what it is used for, this may trigger a change to the amount of on-site parking you are required to provide. For example:

- ▶ Changing the use of your property such as converting an existing house into a child care or medical centre
- ▶ Increasing the size of your building or floor area
- ▶ Increasing the intensity of your existing use such as increasing the number of patrons or practitioners

Council recognises that in some cases provision of the required on-site parking may not be possible. In this situation you can apply for a planning permit seeking a waiver (provision of no car parking spaces), reduction (provision of some of the required car parking spaces), or approval to provide the required parking on another site.

To properly assess your application, Council requires specific information outlined further in this guide. To ensure that your application can be processed efficiently, it is important that all the relevant information is included.

In most cases an application for a reduction or waiver of car parking is associated with a change of use and/or expansion of an existing use or building size. If this is the case, please also refer to Council's other planning guides and checklists titled 'Changing the use of your land or premises' and 'Changing an existing planning permit', or contact our Planning Team on 9581 4131 for assistance.



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To find out what car parking requirements apply to your property visit planningschemes.dpcd.vic.gov.au/schemes/kingston and skip to Clause 52.06, contact Council on (03) 9581 4131 or visit the Planning Enquiry Counter at the Cheltenham Council Office.

VicSmart

If you are seeking a permit to reduce the required number of car parking spaces by five or less, your application qualifies for a streamlined process called VicSmart.

VicSmart is designed for straightforward planning permit applications and sets specific information requirements, assessment processes and decision guidelines that aim to enable these types of applications to be processed quickly.

The types of applications that are eligible for the VicSmart process are outlined in the planning scheme. If you are unsure whether your application qualifies, please discuss with the Planning Team.

Information about how to use the VicSmart process and how to prepare your application is available from Council's Planning Team or by visiting www.dtpli.vic.gov.au/vicsmart. A range of guides, checklists and forms are available.

If you do not qualify for the VicSmart process, please continue reading this guide.

What does your application need to include?

Certificate of Title – 1 copy

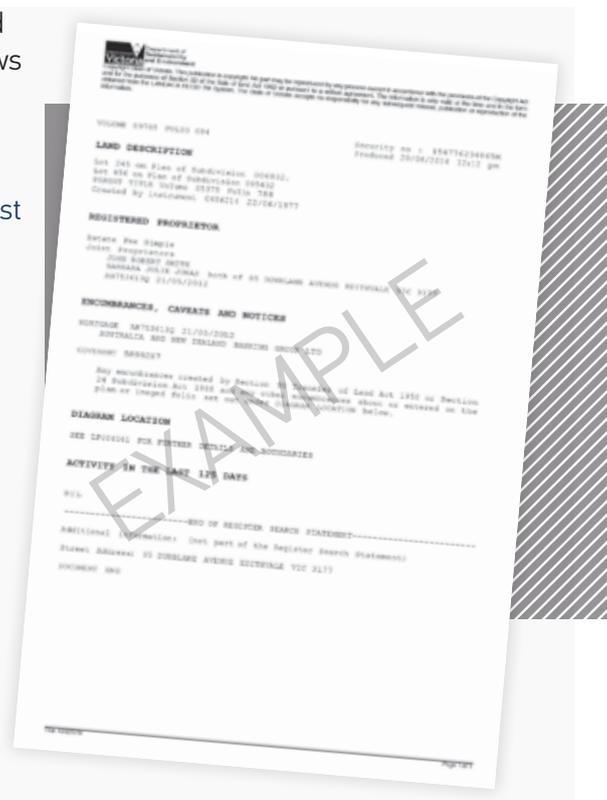
A Certificate of Title is the formal legal record of a piece of land. It contains basic information such as current ownership and a 'plan of subdivision' - a plan of the property that also shows adjoining properties and roads.

Please provide an up-to-date Certificate of Title and plan of subdivision with your application. The Certificate of Title must be clear, legible, and complete and issued within the last three (3) months.

If the land is covered by a Restrictive Covenant or Section 173 Agreement, a copy will also need to be provided. This will be registered on the Certificate of Title (see example).

A Restrictive Covenant is a private agreement between land owners which may restrict the way land may be used and/or developed.

A Section 173 Agreement is a legal contract between a land owner and the Council which may control the way land may be used and developed or require the landowner to undertake specific works.



If you need an up-to-date copy of the Certificate of Title, you can purchase a copy from:

- ▶ Landata landata.vic.gov.au

- ▶ Council **Electronic**
Complete the request form available on our website
kingston.vic.gov.au/planning
and email to planningapplications@kingston.vic.gov.au;

- In Person**
Planning Enquiry Counter
Level 1, 1230 Nepean Hwy
Cheltenham
Operating hours
8:30am–5:30pm (Mon–Fri)
Telephone: (03) 9581 4131

Written Submission - 1 copy

A Written Submission helps Council get a good understanding of your proposal and is an opportunity for you to explain the merits of your application.

Please provide a Written Submission explaining your plans in detail and why you believe a waiver or reduction in car parking is appropriate.

Provide as much information as possible, however as a minimum the submission should address the list of items below:

- ▶ Current and proposed use of the land/property
- ▶ How the land adjoining your land/property is used
- ▶ Hours of operation of the proposed use (if applicable)
- ▶ Number of proposed staff (if applicable)
- ▶ The proposed amount of increased floor area in m² (if applicable)
- ▶ Availability of existing car parking in the area
- ▶ Availability of public transport in the area
- ▶ Any signage proposed
- ▶ How the proposal meets the requirements of the Kingston Planning Scheme (Clause 52.06, see below).



☑ Clause 52.06 Assessment – 1 copy

Council will assess your application to reduce or completely waive the required on-site parking against the 'decision guidelines' listed in Clause 52.06-6 of the Kingston Planning Scheme.

Please provide a written statement justifying your proposal against the decision guidelines.

The decision guidelines require the consideration of:

- ▶ The car parking demand likely to be generated by the use
- ▶ Multi-purpose trips within an area
- ▶ The variation of car parking demand over time
- ▶ The short-stay and long-stay car parking demand
- ▶ The availability of public transport in the locality
- ▶ The convenience of pedestrian and cyclist access to the site
- ▶ The provision of bicycle parking and end of trip facilities for cyclists
- ▶ The anticipated car ownership rates of likely or proposed occupants (residents or employees)
- ▶ An empirical assessment (study) of car parking demand (where significant reductions or waivers are required, the above will need to be provided by a qualified traffic engineer).

☑ Existing Site and Floor Plan – 3 copies

An Existing Site and Floor Plan is a clear drawing that shows the whole site, including all structures on the site. It is drawn as if looking down from above.

Please submit three (3) copies of the Existing Site and Floor Plan with your application.

The Existing Site and Floor Plan must be drawn to a scale of 1:100 and show:

- ▶ The location and layout of all existing buildings on the site
- ▶ The current purpose for which the site is being used
- ▶ Any existing car parking on the site and access points
- ▶ The location and description of any on-street and off-street public car parking spaces



☑ Proposed Site and Floor Plan – 3 copies

A Proposed Site and Floor Plan is a clear drawing that shows the location of the proposed use/building/works and other structures on the site. It is drawn as if looking down from above

Please submit three (3) copies of the Proposed Site and Floor Plan with your application.

The Proposed Site and Floor Plan must be drawn to a scale of 1:100 and show:

- ▶ The location and layout of any proposed new buildings on the site
- ▶ The purpose for which the site is proposed to be used
- ▶ The location and description of any on-street and off-street public car parking spaces
- ▶ The distance to nearby public transport
- ▶ The allocation of all car parking spaces on the site and access points (for example, staff car parking space or customer car parking space)



To help us process your application efficiently please provide a copy of all plans and reports in electronic format, via CD, USB drive or by email to planningapplications@kingston.vic.gov.au (please include the address in the subject line).



You may feel comfortable preparing the plan yourself, however if you require assistance you can hire a drafts person. You can easily find one by searching online or in your local directory. Please ensure plans are drawn to scale.

Further Information

A range of information is available on our website and a suite of other guides and checklists that may be useful. For further assistance, please contact our Planning Team:

 Online: kingston.vic.gov.au/planning

 In person: Planning Enquiry Counter
Level 1, 1230 Nepean Hwy
Cheltenham
Operating hours:
8:30am–5:30pm (Mon–Fri)

 Telephone: (03) 9581 4131

 Email: info@kingston.vic.gov.au

 Translation service:   131 450
TIS National

To apply simply follow these five steps:

1. Discuss your plans with Council. Get initial feedback on your proposal, ensure you are aware of all planning requirements and include all necessary information in your application through a pre-application meeting.
2. Prepare your application. Follow this guide to make sure you include all the information required, such as plans and a written submission, including electronic versions to help speed up the process. Refer to the checklist provided.
3. Complete an 'Application for Planning Permit' Form. These are available at our Planning Enquiry Counter or on Council's website kingston.vic.gov.au/planning
4. Determine the fee that applies. Fees vary depending on the type of application and need to be paid when your completed application is lodged. Refer to the fee schedule available at the Planning Enquiry Counter, on our website kingston.vic.gov.au/planning, or by contacting us on (03) 9581 4131.
5. Lodge your completed application. Submit your completed application, including the 'Application for a Planning Permit' form and the checklist included in this guide, and pay the required fee. You can do so via:

Mail: City Development, City of Kingston
PO Box 1000
Mentone VIC 3194

In Person: Planning Enquiry Counter
Level 1, 1230 Nepean Hwy,
Cheltenham VIC 3192

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If you are new to the planning process, or have a complex application, you may wish to have more than one pre-application meeting.

The fee can be paid by credit card, cheque or money order (payable to 'City of Kingston').

Checklist

One of the best ways you can help speed up the planning permit process is to make sure that your application includes all the information required. This checklist outlines everything you need to include with your application. Please complete it and submit with your application.

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| <input type="checkbox"/> Completed Application Form | <input type="checkbox"/> An empirical assessment of car parking demand provided by a qualified traffic engineer (if applicable) |
| <input type="checkbox"/> Fee (credit card, cheque or money order) | <input type="checkbox"/> Existing Site and Floor Plan (3 copies) |
| <input type="checkbox"/> Certificate of Title (1 copy, issued within the last 3 months) | <input type="checkbox"/> Proposed Site and Floor Plan (3 copies) |
| <input type="checkbox"/> Written Submission, including an assessment against Clause 52.06 (1 copy) | <input type="checkbox"/> An electronic version of all plans and documents |



important

Please ensure three copies of all plans are submitted: One A3 and two A1 sizes.

Council use only

Officer:

Received: Signed: