



A GUIDE FOR A CHANGE IN LAND USE

Under the Development Act 1993 a change in the use of land constitutes development and therefore requires Development Approval. A change in land use usually relates to retail, commercial, or industrial business activities and constitutes any change made to an existing use of land. It can also include changes of, or to a residential land use.

When is an application required?

You should check with Council before you set up your business or proposed land use. This ensures that your proposed use is suited to the property and complies with the Council's Development Plan and the area's zone classification. If you are changing the use of the land then you must obtain a Development Approval before commencing a new land use.

An application is usually required if:

- The site has been previously approved for a land use which is different to yours (eg. an office that you want to use as a shop or a warehouse to be used for manufacturing);
- The site has been unused for a period of time and a revival is proposed. This period of time can be as little as six months, although it is usually longer. It is a good idea to make sure with your local council.
- The use is additional to the use that has previously been established (eg. a home to a home/office or home/workshop);
- You have increased staff numbers and customer car parking needs;
- You wish to alter the number, size or location of signs; or
- You wish to convert a dwelling to flats, etc.

Do other authorities have to be consulted?

The Council may also need to consult with other authorities such as the department for energy transport and infrastructure, the Environment Protection Authority or the Department of Environment and Heritage where issues need to be considered such as access or noise.

Consultation is required if your business includes spray painting, cutting, and sanding wood, storing fuel or chemicals. These activities may cause environmental harm or disturb neighbours, therefore consultation is required.

How is an application made?

A Development Application is made by submitting a Development Application Form, which is available from the Council Office or the Council website, together with information relevant to your proposal and payment of the relevant fee. To avoid unnecessary delay, all relevant information should be submitted at the time of lodgement.

What information is required with an application?

Within your application to Council you need to include the following details of the Change in Land Use:

- A description of all business activities to be carried out;
- The number of staff to be employed;
- The days and hours of operation;
- Machinery and equipment to be used or stored on the site; and
- Details of the current or previous land use.

Your application should also include scaled and accurate plans that show:

- The entire site and all the buildings on it;
- Access points, driveways and individual car parking spaces;
- Existing and/or proposed landscaping including the specific location and species of plants and trees;
- Loading, unloading and vehicular manoeuvring areas on the property;
- The location, height and construction of fencing;
- The number, location and size of any proposed signs; and
- The location of a waste disposal bin or enclosure.

How long does it take?

Council will endeavour to deal with Development Applications as quickly as possible; however, at least 8 weeks should be set aside for assessment. Please note that a longer period may be needed if additional information is required to supplement your application.

How much does it cost?

Development Assessment staff will advise you of the cost of the application at the time of lodgement. The application fee will vary depending on any agency referrals or public notification that may be required.

Want to know more?

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