



This information sheet has been prepared to assist people with the Colac Otway Planning Scheme as it relates to the Commercial Zones. This information sheet should be read in conjunction with the **General Planning Application Checklist**, available to download from the Colac Otway Shire website or by contacting the Planning Team (details below).

A range of business related uses do not require planning approval within the Commercial Zones, some uses require a planning permit and a small number of uses are prohibited. In most cases buildings and works and subdivision require planning approval in the Commercial Zones, with a few minor exceptions.

You must obtain any required permits prior to commencing a new use, development or subdivision.

CONSIDERATIONS

In preparing an application for a development, new use or subdivision in one of the Commercial Zones the following matters are important considerations.

Nature of the use

The purpose of the use and the types of activities which will be carried out will need to be clearly explained. Your description should include details of any existing activities on the land and how this would change.

Council will need to consider compatibility of uses and whether alternate sites may be more appropriate.

Amenity issues

Hours of operation and the effect on the amenity of surrounding land uses are important considerations with commercial activities, particularly where they are located close to residential areas. The timing and method of deliveries and despatch can have adverse impacts on surrounding activities if not appropriately managed. Your application should include adequate information to allow a detailed assessment of potential impacts.

Staff numbers

The number of full time staff, or equivalent, is an important consideration for provision of on-site car parking.

Advertising signs

The display of advertising signs within a Commercial Zone is subject to the provisions of Clause 52.05 of the planning scheme. This clause provides a list of controls that apply to advertising signs. It also identifies which signs do not require a planning permit (Clauses 52.05-4 Clause 52.05-7).

Subdivision

The Commercial Zones include particular decision guidelines for subdivisions. Applications for subdivision should demonstrate how the proposed subdivision would meet the decision guidelines.

The Colac Otway Planning Scheme includes a number of provisions that apply to business activities. The following is a guide to some of the most relevant provisions.

The following two Commercial Zones are designated in the planning scheme:

- Commercial 1 Zone (Clause 34.01)
- Commercial 2 Zone (Clause 34.02)

State Planning Policies for business activities can be found within:

- Built Environment (Clause 15)
- Economic Development (Clause 17)
- Infrastructure (Clause 19)

Local Planning Policies for business activities include the following Clauses:

- Settlement (Clause 21.03)
- Tourism (Clause 21.05-4)

The planning scheme includes many Particular Provisions, the most commonly relevant to business activities include:

- Advertising signs (Clause 52.05)
- Car parking (Clause 52.06)
- Loading and unloading (Clause 52.07)
- Licensed premises (Clause 52.27)

Uses, buildings, works, subdivision and demolition not requiring a permit are listed at Clause 62 of the planning scheme.

ADDITIONAL REQUIREMENTS MAY APPLY IF OVERLAYS AFFECT

CONTACT

(03) 5232 9400

101-105 Gellibrand Street, Colac

PO Box 283, Colac

inq@colacotway.vic.gov.au

www.colacotway.vic.gov.au

IT IS ALWAYS BEST TO DISCUSS YOUR PROPOSAL WITH A PLANNING OFFICER BEFORE LODGING THE APPLICATION. PLEASE CONTACT THE PLANNING TEAM TO MAKE AN APPOINTMENT.





What do I need to submit with my planning application within a Commercial Zone?

In addition to all the information identified on the General Planning Application Checklist, you must provide the following as required by the zone:

- A written submission including:
 - Details of the proposed use and/or development including: operating hours; staff numbers; delivery/despatch times and means; anticipated customer numbers; and any other relevant details.
 - Details of the likely effects, if any, on adjoining land, including noise levels, traffic, the hours of delivery and despatch of goods and materials, hours of operation and light spill, solar access and glare.
 - Justification for any reduction of car parking (if applicable).
- Full site plan to scale with dimensions, showing:
 - Layout of existing and proposed buildings and works, including existing and proposed floor areas.
 - Adjoining roads.
 - The location, height and purpose of buildings on adjoining land.
 - All driveway, car parking and loading areas (fully dimensioned).
 - Construction details of all drainage works, driveways, car parking and loading areas.
 - All external storage and waste treatment areas.
 - Areas not required for immediate use.
 - Landscape layout which includes the description of vegetation to be planted, the surfaces to be constructed and method of preparing, draining, watering and maintaining the landscape areas.
- Elevations to scale and fully dimensioned, showing external materials and colours, all existing and proposed signage, proposed colours, lettering style, materials and any illumination or lighting.

For subdivision:

- A site plan showing the proposed subdivision layout in context with the site conditions and including lot boundaries and sizes, with all dimensions and easements shown.
- Written statement explaining the purpose of the subdivision and how the subdivision has been designed to address the site characteristics.

Car parking

The Colac Otway Planning Scheme includes car parking requirements for a wide variety of land uses at Clause 52.06. Not all uses have a specific car parking requirement however, in which case an adequate number of car spaces must be provided to the satisfaction of Council.

If your application involves a new use or an increase in floor area and you are unable to provide the associated car parking requirement on-site, you may need to apply for a planning permit for a reduction in the car parking requirement (including a reduction to zero) even if a planning permit is not required for the actual use.

Clause 52.06-1 Decision Guidelines identifies the criteria which applicants must address to demonstrate why car parking should be reduced. Council will consider the nature of the proposed use in the context of the current parking issues and difficulties within the locality. Where adequate car parking cannot be provided your application may be refused.

Another key consideration with car parking is design, accessibility and manoeuvrability. Clause 52.06-8 sets out the minimum dimensions for car parking spaces and access lanes. Your application must demonstrate compliance with these requirements.

Access

Access to and egress from the site must be provided that does not impact on the safety of pedestrians or road users. Applicants should liaise with Council's Infrastructure Engineers, and VicRoads (if site is adjacent to a Road Zone, Category 1), prior to lodging a planning application to determine access requirements.

Some applications may need to include a Traffic Impact Assessment depending on the nature of the use, development, site and locality.

Loading facilities

Loading facility requirements are also specified in Clause 52.07. It is important when designing developments that appropriate off street loading facilities are provided if required. The anticipated hours and means of delivery and despatch should also be identified in the application.

IT IS ALWAYS BEST TO DISCUSS YOUR PROPOSAL
WITH A PLANNING OFFICER BEFORE
LODGING THE APPLICATION.
PLEASE CONTACT THE PLANNING TEAM
TO MAKE AN APPOINTMENT.