

Proposals for new shop-top developments that include buildings and works must obtain a planning permit. The decision guidelines of the relevant Zone will be used to assess the application. Overlays that also affect the land will be taken into consideration.

An application for a planning permit must include a site plan and site description. An assessment against the decision guidelines within the specific zone will be required with the application.

## Planning Scheme Provisions

Your application must address all parts of the planning scheme. This includes:

- Any relevant state policies contained in the State Planning Policy Framework (SPPF), in particular Clause 14.02, Clause 17 and Clause 19.03;
- The local policy context contained in the Local Planning Policy Framework (LPPF), which is made up of a Municipal Strategic Statement and local planning policies;
- The purpose and requirements of the zone applying to the land; and
- The purpose and requirements of any overlay applying to the land, eg. height, heritage etc.

Council's decision-making on permit applications is influenced by many parts of the planning scheme. Therefore, before starting to prepare your application, it is essential that all aspects of the policies and provisions applying to the land be considered.

## Commercial development: shop-top dwellings

Your application will be assessed against the relevant policies of the Bayside Planning Scheme. In the Municipal Strategic Statement (MSS) housing policy, dwelling density and housing diversity are two important elements.

### Density

The MSS indicates preferred higher density areas as 'residential opportunity' areas in the Strategic Framework Plan. These areas are generally based around activity centres. The MSS aims to encourage higher density housing around activity centres, particularly those with good public transport networks.

The purpose of these policies includes the following:

- To achieve higher density housing in areas that will have less impact on the surrounding low density residential neighbourhood character;
- For activity centres to have the benefit of larger scale buildings and a broader range of services;
- An increased customer base for the commercial services and public transport in the centre; and
- For residents, particularly those with lower rates of car ownership, to have the convenience to be close to services and public transport opportunities.

## Housing diversity

The MSS housing policy aims to provide a range of housing choices to meet the diverse needs of the community. The MSS also recognises that:

- There are only a limited number of opportunities for large-scale residential development in Bayside;
- Household sizes in Bayside are decreasing;
- The number of residents older than 50 years is increasing; and
- Housing preferences of the smaller and often older, households are changing towards smaller accommodation.

**Please consider these issues before lodging your application.**

## Before lodging an application

The main issues that need to be considered with a shop-top development include:

- Does the proposal comply with the planning scheme?
- Is there a satisfactory sense of address provided from the street?
- Does the proposal provide adequate space for cars, as the commercial and residential uses of the land will both require sufficient on-site parking? (If not, then a traffic survey of the surrounding area will need to be provided with the application);
- How will the proposal impact on the amenity of adjoining properties in terms of overlooking and overshadowing?
- Will the shop top dwelling impact on the streetscape and neighbourhood character of the area?
- Is there a satisfactory sense of address to the dwellings? (Refer to Bayside City Council's 'Sense of Address Policy');
- Is the street canopy proposed typical for the streetscape?
- Does the design allow for existing landscaping and street furniture?

- Is proposed signage typical for the area?
- Is there safe access for pedestrians to dwellings at the rear of a property by avoiding conflict with vehicles in rights-of-way, etc?
- Is there satisfactory identification for access by visitors and emergency services?
- Is there clear provision for services such as delivery of mail, reading of meters by service authorities, and collection of garbage?
- If the proposal is for a caretaker is access provided from within the shop?

Council suggests that communication with your neighbours before lodging an application will allow a smoother process and inevitably save you time during the planning process.

## Information to be provided

It is recommended that a pre-application meeting with a Council Planner be made to establish the extent of information required for the planning application.

Refer to the Bayside City Council's 'Making a Planning Application' brochure for full details available at council or at [http://www.bayside.vic.gov.au/Documents/making\\_planning\\_application.pdf](http://www.bayside.vic.gov.au/Documents/making_planning_application.pdf)

## Where can you get more information?

More information about the assessment of planning applications is available in 'Planning: A Short Guide – Revised 2003'.

General Practice notes are also available about:

- *Understanding neighbourhood character*
- *Making a planning application for a dwelling in a residential zone.*

Other helpful sites for information include:  
[www.bayside.vic.gov.au](http://www.bayside.vic.gov.au)  
[www.dse.vic.gov.au](http://www.dse.vic.gov.au)