



City of
Whittlesea

Priority Development Assessment Process

The City of Whittlesea has a Priority Development Assessment Process for projects that deliver community benefit and local jobs in line with the Council Plan and Economic Development Strategy.

The focus of the streamlined process is on applications within one of five key criteria derived from the priority areas of the Council Plan including:

- Employment Generation
- Community Wellbeing
- Environmental Sustainability
- Critical Infrastructure and
- Geographic location.

The process will deliver:

- Better case management
- Clear advice upfront
- A coordinated approach
- Consistent communication throughout the process and
- Timely decisions within six weeks.

The following table highlights key actions and responsibilities of each party under the Priority Development Assessment Process.

Priority Development Assessment Process

Process

Contact Council's Development Assessment Department to determine if your project falls into an applicable category, meets the relevant criteria and can be considered under this process

Arrange a pre-application consultation meeting with relevant Council staff

Engage relevant experts and prepare concept plans and supporting documentation to bring along to the meeting

Hold a pre-application workshop with relevant parties to discuss the proposal and work through any issues. A checklist of information requirements will be confirmed at this meeting and a written response to follow within 10 business days.

Finalise application on the basis of pre-application advice and checklist completed and lodged with Council.

Weekly progress updates and decision within six weeks.

What applications can be considered?

Criteria	What's in?
Employment Generation	<ul style="list-style-type: none"> • Change of use creating 20 jobs for 12 months post construction • Change of use (such as office) that provides local business incubation • Change of use that supports workforce training and skill development such as specific education facilities
Community Wellbeing	<ul style="list-style-type: none"> • Change of use to educational facilities by Not-for-Profit organisations such as classrooms for University of the Third Age (U3A) • New schools or specialist education centres • Genuine social housing • Goes above and beyond in contributing to equity such as employment for those with special needs • Permanent accessible community meeting spaces (which may form part of a mixed use development)
Environmental Sustainability	<ul style="list-style-type: none"> • Renewable energy infrastructure project such as a power station, solar/wind farm, stormwater/grey-black water harvesting or similar • Project that protects and manages significant native vegetation and/or includes significant native revegetation
Critical Infrastructure	<ul style="list-style-type: none"> • Community Activity Centres (CAC) buildings • Recreation facilities • Transport and drainage infrastructure • Emergency Service Facilities (Police, Ambulance CFA etc) • Hospitals
Geographic Location	<ul style="list-style-type: none"> • Located within Epping Metropolitan Activity Centre or the South Morang, Mernda or Wollert Major Activity Centres or other major employment hubs and must achieve the objectives of the strategic plan and creates more than 5000m² of additional commercial/retail floor area (speculative projects for buildings, factories, offices etc without an end tenant in mind).

Car Parking

Must meet the standard car parking rate or seek to waive/reduce the parking rate by no more than five car spaces.

Referrals

No statutory referrals are required or if a statutory referral is required, a copy of the referral response must be provided at the time of lodgement with the application based on the most recent plans. Any application that requires referring again cannot be considered as part of this process.

Public Notice

The application must be exempt from public notice.

Cultural Heritage

The application does not require a Cultural Heritage Management Plan to be prepared (and approved) for the site unless it has already been prepared and approved and does not affect the proposal.

Restrictions

There are no covenants or restrictions on title that would prevent Council from issuing a permit.

Information and Delegation

The application must contain all the information required to enable a complete assessment and the proposal must be a type that can have a decision made under delegation.

Please note that this list is not exhaustive and other projects may be suitable for the Priority Development Assessment Process.

Application Checklist

- An application form completed and signed
- A full and recent (less than 3 months old) copy of Title for the land showing the plan of subdivision and including a copy of any Restrictive Covenants and/or Agreements under Section 173 that apply to the land. This information can be obtained via www.landata.vic.gov.au
- The application fee
- Electronic copy of all documentation and plans
- Copies of statutory referral responses (if required by the Scheme)
- A **written statement** outlining the following (as relevant):
 - How the proposal satisfies the criteria of the Priority Development Process criteria
 - How the proposal meets the vision and objectives of the Council Plan and provides a net community benefit.
 - The existing use of the premises and the proposed use(s)
 - Current and proposed hours of operation
 - Numbers of staff/employees/practitioners
 - Numbers of seats required for the proposed use(s)
 - The number of car parking spaces to be provided on site
- A **written submission** detailing how the proposal responds to the provisions of the relevant zone, overlays, particular provisions and State and Local Planning Policies (as appropriate)
- Three (3) copies of professionally drawn detailed plans with contours/levels (to AHD) at an appropriate scale (1:100 or 1:200) including:
 - Site layout, floor layout and elevations (including streetscape elevations).
 - Building materials, colours and finishes as well as any advertising signage
 - Existing conditions/analysis and descriptive statement
 - Concept landscaping
 - Details of neighbouring buildings including dimensioned setbacks from the shared title boundaries, description of how the buildings are used and details of any interface to the subject site
 - Location of car-parking, accessways and/or crossovers both existing and proposed
 - Street trees and street furniture (poles, pits, bus stops, etc.)
- (For applications which require a reduction in Car Parking) a **Car Parking Demand Assessment** may be required or Traffic engineering assessment that addresses car parking assessment, details of loading / unloading, waste collection and swept path diagrams as necessary.
- Copies of any other technical reports as relevant (Arboriculture, ESD, Heritage, CHMP, Waste Management, Disability Access etc).

This application checklist provides guidance with respect to information to submit. Additional items may be required based on individual *circumstances* and it is recommended that you contact the Development Assessment Department to discuss the requirements further on 9217 2236 or email planning.services@whittlesea.vic.gov.au.