



Land Use Exemption from Development Approval

PROPONENT SELF-ASSESSMENT FORM

This form is to be completed where an applicant seeks an exemption from development approval for a change of land use, either:

- Permanently based upon Council's **Local Planning Policy No. 32 – Exemptions from Development Approval (LPP32)**; or
- Temporarily based upon the Exemption Notice first issued by the Minister for Planning on 8 April 2020, as further amended (Minister's Exemption Notice).

Note: A temporary exemption under the Minister for Planning's Exemption Notice is valid only for the duration of the current COVID-19 State of Emergency and up to 90 days after it ends, with development approval required to be obtained to continue the use beyond this time.

The landowner/tenant should consider whether they are seeking a temporary or permanent exemption prior to completing this form. Please add additional pages – as necessary:

PROPERTY	Street no:	Unit/tenancy no:
	Street name:	
	Suburb:	
APPLICANT DETAILS	Name(s):	
	Company name (if applicable):	
	Email address:	
	Postal address:	
	Phone:	

BUSINESS DETAILS	Has the use commenced?		<input type="radio"/> Yes	<input type="radio"/> No	
	Operating hours:				
	Number of employees:	Estimated number of customers per day:			
	Any changes proposed to existing car parking access/layout configurations:			<input type="radio"/> Yes	<input type="radio"/> No
	Details of equipment being used:				
	Is any new or modified signage proposed?		<input type="radio"/> Yes	<input type="radio"/> No	
	If yes, please provide dimensioned graphics of the proposed signage and indicate the location(s) on-site.				

Exemption from requirement to obtain approval

Q1	Are you applying for a permanent exemption under LPP32? If 'Yes', complete questions on page 3 only.	<input type="radio"/> Yes	<input type="radio"/> No
Q2	Are you applying for a temporary exemption under the Minister's Exemption Notice? If 'Yes', complete questions on page 4 only.	<input type="radio"/> Yes	<input type="radio"/> No

Land use exemption request under Council's Local Planning Policy 32 – Exemptions from Development Approval

Q1	Describe the proposed use of the premises:		
Q2	Is the proposed use replacing a previous land use within an existing building? If you answered yes, please list previous land use:	<input type="radio"/> Yes	<input type="radio"/> No
Q3	What floor is the use proposed to be on? i.e. Ground floor, Level 3		
Q4	Are you proposing any works? Examples of works would include: shop front alterations, fit outs. If you answered yes, please list the works:	<input type="radio"/> Yes	<input type="radio"/> No
Q5	Please provide the total net lettable area (in square metres). Please provide a plan showing the net lettable area.	_____ m ²	
Q6	Are you proposing any window treatments? Examples of works would include: obscured film, tinted glazing, shutters. If you answered yes, please detail window treatments proposed including the area (in square metres) of window treatment:	<input type="radio"/> Yes	<input type="radio"/> No

Land use exemption request under the Minister for Planning's Exemption Notice

1.1 Temporary request for Health-Related Activities associated with COVID-19		
Q1	<p>Are you applying for a use or works which relate to medical or health related activities associated with a response to the COVID-19 Pandemic?</p> <p>If you answered 'Yes' please provide evidence from Public Authority.</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>
1.2, 1.3 or 1.4 - Temporary Exemption for certain land uses		
Q1	<p>Describe the proposed use of the premises:</p> <p>Note: the Minister's Exemption Notice exempts the following temporary uses from requiring approval:</p> <ul style="list-style-type: none"> • Shop • Restaurant/Café • Consulting rooms • Office • Industry • Industry-Light • Trade supplies • Warehouse/storage • Transport depot • Home business • Convenience store (excluding those selling petroleum products) 	
Q2	<p>Are you proposing any works? Examples of works would include: shop front alterations, fit outs.</p> <p>If you answered yes, please list the works:</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>
Q3	<p>If a 'Shop' use in Question 1, please provide the total net lettable area (in square metres). Please provide a plan showing the net lettable area.</p>	<p>_____m²</p>
Q4	<p>If a 'Home Business' use in Question 1, indicate 'room'/'area' being used and net lettable area (in square metres). Please provide a plan showing the net lettable area.</p>	<p>_____m²</p>