

# Exemption from Development Approval for Changes of Land Use

## Proponent Self-Assessment Form (to accompany written request or notification to the City)

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

- Temporarily based upon the Exemption Notice first issued by the Minister for Planning on 8 April 2020, as further amended (Minister's Exemption Notice); OR
- Permanently based upon Council's Local Planning Policy P322 – Exempt Land Use

*Note: A temporary exemption under the Minister'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. **Note: Form is to include owners' signature in the space provided below.**

<b>Property</b>	Street No:	Unit No:
	Street Name:	
	Suburb:	
	Post Code:	
	Is the written request or notification to the City attached to this form? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Owner(s) Details</b>	Name:	
	ABN (if applicable):	
	Address:	
	Post Code:	
	Phone:	Email:
	Signature:	Date:
	Signature:	Date:

Note: If the property is owned by a company the position/title of the signee shall also be provided.

<b>Applicant Details</b>	Name:	
	Company Name (if applicable):	
	Address:	
	Phone:	Email:
	Signature:	Date:

<b>Details of Proposal</b>	Has the use commenced? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Describe the nature of the business:

<b>Exemption from requirement to obtain approval</b>			
Q1	Are you applying for a <b>temporary exemption</b> under the Minister's Exemption Notice? <i>If 'Yes', complete questions on pages 3 only. If 'No', proceed to question 2.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Q2	If you answered 'No' to Q1, are you applying for a <b>permanent exemption</b> under Local Planning Policy P322 – Exempt Land Use <i>If 'Yes' to Q2, complete questions on page 4 only. If 'No' to Q2, then please contact the customer service Urban Planner to discuss any exemptions that may apply.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Request under the Minister's Exemption Notice

<b>1.1 Temporary Exemption for Health Related Activities associated with COVID-19</b>			
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 a Public Authority.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>1.2, 1.3 or 1.4 - Temporary Exemption for certain land uses</b>			
Q1	<p>Describe the proposed use of the premises:</p> <p><i>Note: The Minister's Exemption Notice exempts the following temporary uses from approval:</i></p> <ul style="list-style-type: none"> <li>- Shop</li> <li>- Restaurant/Café</li> <li>- Convenience Store (excluding those selling petroleum products)</li> <li>- Consulting Rooms</li> <li>- Office</li> <li>- Industry</li> <li>- Industry-Light</li> <li>- Trade supplies</li> <li>- Warehouse/Storage</li> <li>- Transport Depot</li> <li>- Home business</li> <li>- Home occupation</li> </ul>		
Q2	<p>Are you proposing any works?</p> <p>If you answered yes, please list the works:</p> <p><i>*Note: External building works are not exempt.</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		* Please also list the works	
Q3	<p>Is any new or modified advertising signage proposed?</p> <p><i>*Note: any new or modified advertising signage for non-residential uses are not exempt and an application for development approval will be required to be submitted.</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Q4	If a 'Shop' use in Question 1, please provide the total net lettable area (in square metres)	_____m <sup>2</sup>	

