

# 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.

Property	Street No:	Unit No:
	Street Name:	
	Suburb:	

Applicant Details	Name:	
	Company Name (if applicable):	
	Address:	
	Phone:	Email:

Details of Proposal	Has the use commenced? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Operating hours :	
	Number of employees :	Estimated number of customers :
	Any changes proposed to existing car parking access/layout configurations : Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Details of any equipment being used :	
	Is any new or modified signage proposed? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Exemption from requirement to obtain approval			
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

1.1 Temporary Exemption 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 a Public Authority.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.2, 1.3 or 1.4 – Temporary Exemption for certain land uses			
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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		* Please also list the works	
Q3	If a 'Shop' use in Question 1, please provide the total net lettable area (in square metres)	_____m <sup>2</sup>	

## Request for exemption under the City's Local Planning Policy P322 – Exempt Land Use

Request for Exemption under Local Planning Policy P322 – Exempt Land Use															
Q1	<p>Describe the proposed use of the premises:</p> <p><i>Note: Subject to sections 1(b), and (c) being satisfied, The City's Local Planning Policy P322 exempts the following uses from approval within certain zones:</i></p> <table border="1"> <thead> <tr> <th>Zone</th> <th>Exempt Uses</th> </tr> </thead> <tbody> <tr> <td>Neighbourhood Centre Commercial; District Centre Commercial; Mends Street Centre Commercial.</td> <td>Shop, Local Shop, Office, Consulting Rooms, Café/Restaurant, Small Bar and Indoor Sporting Activity</td> </tr> <tr> <td>Mixed Use Commercial</td> <td>Office, Consulting Rooms</td> </tr> <tr> <td>Highway Commercial</td> <td>Shop, Local Shop, Office, Consulting Rooms, Showroom and Indoor Sporting Activity.</td> </tr> <tr> <td>Local Commercial</td> <td>Local Shop and Office.</td> </tr> <tr> <td>All Zones</td> <td>Family Day Care</td> </tr> </tbody> </table>			Zone	Exempt Uses	Neighbourhood Centre Commercial; District Centre Commercial; Mends Street Centre Commercial.	Shop, Local Shop, Office, Consulting Rooms, Café/Restaurant, Small Bar and Indoor Sporting Activity	Mixed Use Commercial	Office, Consulting Rooms	Highway Commercial	Shop, Local Shop, Office, Consulting Rooms, Showroom and Indoor Sporting Activity.	Local Commercial	Local Shop and Office.	All Zones	Family Day Care
Zone	Exempt Uses														
Neighbourhood Centre Commercial; District Centre Commercial; Mends Street Centre Commercial.	Shop, Local Shop, Office, Consulting Rooms, Café/Restaurant, Small Bar and Indoor Sporting Activity														
Mixed Use Commercial	Office, Consulting Rooms														
Highway Commercial	Shop, Local Shop, Office, Consulting Rooms, Showroom and Indoor Sporting Activity.														
Local Commercial	Local Shop and Office.														
All Zones	Family Day Care														
Q2	Is the proposed use replacing a previous land use within an existing building?	Yes <input type="checkbox"/>	No <input type="checkbox"/>												
Q3	Has the relevant portion of the building previously been used for residential purposes?	Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>													
Q4	<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"/>												
Q5	<p>Please provide the total net lettable area (in square metres)</p> <p><i>*Note: The total net lettable area for which the particular land use applies shall not exceed 400m<sup>2</sup></i></p>	<p>_____m<sup>2</sup></p>													
		* Please also list the works													