7th May 2025

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**Lakeside Building Consultants**

**PO BOX 49**

**Pakenham VIC 3810**

**sonya@lakesidebuilding.com.au**

Dear Applicant

**Application No.: T250233 PA**

**Property No.: 3801001000**

**Address: L2 PS628000 V11205 F934, 18 Station Street, Pakenham VIC 3810**

**Proposal: Construct and Display of Signage and Reduction in Car Parking Requirements**

I refer to the above application for a planning permit and wish to advise that under Section 54 of the *Planning and Environment Act 1987*, further information is required before Council can consider your application.

This letter also outlines preliminary concerns and comments relating to the application and should be read carefully.

**Further Information Required as Part of the Application:**

1. An amended written statement in accordance with the requirements of [Clause 59.10](https://planning-schemes.app.planning.vic.gov.au/Cardinia/ordinance/59.10) of the Cardinia Planning Scheme, outlining the following:
   1. The previous use of the site.
   2. The site and floor area to be occupied.
   3. The number of car parking spaces required under Clause 52.06-5 or in a schedule to the Parking Overlay.
   4. The total number of parking spaces to be provided.
   5. The likely impact of a reduction in car parking on the amenity of the area and on the area’s existing car parking.

**Further Information in Relation to Site Plan(s)**

Fully dimensioned plan(s) drawn to a stated scale and a minimum of A3 in size, generally in accordance with the plans submitted with the application but amended to show:

1. Boundaries and dimensions of the site as detailed on the Certificate of Title.
2. Setback of existing building from rear property boundary.
3. Setback of existing building from proposed car parking spaces.
4. Minimum dimensions (*length & width*) of all proposed car parking spaces.
5. The location of closest traffic control signs and pedestrian crossings.

**Further Information in Relation to Elevation & Signage Plan(s)**

Fully dimensioned plan(s) drawn to a stated scale and a minimum of A3 in size, generally in accordance with the plans submitted with the application but amended to show

1. Maximum depth of the proposed above verandah sign.
2. Details of the intensity of lighting (lux/lumens) and hours of operation for all proposed internally illuminated (light box) signage.

**Preliminary Assessment Comments:**

A preliminary assessment of the application has been undertaken and the following comments are provided for your consideration:

**Proposed Signage**:

Preliminary review of the application has identified that a planning permit is required under [Clause 52.05-2 (Signage)](https://planning-schemes.app.planning.vic.gov.au/Cardinia/ordinance/52.05) of the Cardinia Planning Scheme.

In consideration of this, it is strongly recommended that a Section 50 Amendment be lodged seeking to include signage as part of this application.

Please note however, should this be done the application will no longer be eligible for assessment under ‘VicSmart’ provisions as the proposal is not considered to meet the requirements of [Clause 52.05-2](https://planning-schemes.app.planning.vic.gov.au/Cardinia/ordinance/52.05) as they relate to VicSmart applications and additional fees will be charged.

Additionally, it is noted that the plans submitted with application show example signage that is inconsistent with the proposed, being that of the above verandah signage as it contains an apexed element which is not shown on plans and will not be supported as part of application.

**Proposed Reduction in Car Parking Requirements:**

Please note, that this application has been referred to Councils internal Traffic Engineering Department for review/comment, following which, further information may be requested and/or concerns may be raised regarding the proposed reduction of car parking.

**Next Steps:**

Please submit all requested information by **11 June 2025.**

If the required information is not provided within this timeframe **your application** **will lapse.**  **If you allow this application to lapse, you will need to submit a new application and provide the applicable documents and fees.**

Should you need more time to provide the information, a request should be submitted in writing to Council for consideration. Council has the right to refuse the request, however you have the right of appeal against this decision.

Please be advised that Council is unable to process your application any further until the above information is received. Upon receipt of the information, we will make a decision as to whether or not the owners and occupiers of nearby properties must be notified of your application.

If you have any further queries regarding this matter, please contact **Isabelle Kerr** on **03 5943 4889** or [**mail@cardinia.vic.gov.au**](mailto:mail@cardinia.vic.gov.au)

**Yours faithfully,**

A signature on a white background

Description automatically generated

**Isabelle Kerr**

**Statutory Planner**