



Development Guide No. 9 – What is a change of use?

What is a change of use?

The term 'change of use' refers to a change in use of a building. A change of use can relate to commercial, industrial or residential premises and requires development consent from Council.

For example, if a building was approved for a clothing retail business and a café is proposed to be opened, a development application would be required to approve the 'change of use' of the building.

Why is a DA required?

A DA is required for Council to assess the potential impacts of the proposed development, such as car parking, food and health safety, disabled access and fire safety to name a few.

When is a DA not required?

A DA is not required when the use remains the same but the business changes within a 12 month period. Further details are provided in Council's Development Control Plan No. 22: Exempt and Complying Development.

What is required to be submitted with a DA?

The following information is to be submitted for a DA for a change of use:

- Completed DA form
- Payment of a fee
- Statement of Environmental Effects
- Site plan, and
- Floor plan

A detailed description of what is required for each of the items above is listed in the checklist on the back of this guide.

What if building works are proposed?

If building works or alterations are proposed you will be required to obtain development consent. A Construction Certificate (CC) and Occupation Certificate (OC) will also be required, which will require further information to be submitted to Council. For a list of information to be submitted to Council for construction works, please refer to development guide no. 4 – What is a Construction Certificate.

Will there be a fee?

Yes, there is a fee for the submission of a development application for a change of use. If building works or advertising signage is proposed this will increase the fee. For

further information or to obtain a quote for the fees payable, please speak to one of our Customer Service Officers on 02 6962 8100.

What's the assessment process?

Following the submission of the DA, the DA will be assessed against Council's policies and relevant standards such as the Building Code of Australia and Australian Standards. Once assessment has been completed Council will issue a Notice of Determination advising if the development has been approved or refused. If the development has been approved, you must comply with all of the conditions of consent.

When can I start operating?

You must not begin operations at your new premises until all relevant conditions of development consent have been complied with. If your development consent requires a Construction Certificate, you must not proceed with building works until your PCA has issued a Construction Certificate. The premises must not be occupied until an Occupation Certificate has been issued.

Change of Use Application Checklist

Site plan	Applicant checklist	Council checklist
North point and scale	<input type="checkbox"/>	<input type="checkbox"/>
Name and contact details of who prepared the plans	<input type="checkbox"/>	<input type="checkbox"/>
Location of all existing property boundaries (including dimensions and areas of the existing allotment)	<input type="checkbox"/>	<input type="checkbox"/>
Location of all existing structures including setbacks to boundaries	<input type="checkbox"/>	<input type="checkbox"/>
All surrounding roads and driveways	<input type="checkbox"/>	<input type="checkbox"/>
All services	<input type="checkbox"/>	<input type="checkbox"/>
All existing and proposed car parking spaces, manoeuvring areas, loading/unloading areas, driveways, etc	<input type="checkbox"/>	<input type="checkbox"/>
Location of any advertising signage	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan		
North point and scale	<input type="checkbox"/>	<input type="checkbox"/>
Name and contact details of who prepared the plans	<input type="checkbox"/>	<input type="checkbox"/>
All rooms, hallways, etc with dimensions	<input type="checkbox"/>	<input type="checkbox"/>
All fixtures and fittings	<input type="checkbox"/>	<input type="checkbox"/>
Location of all doors and windows	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Environmental Effects		
The existing use of the site	<input type="checkbox"/>	<input type="checkbox"/>
The proposed use of the site	<input type="checkbox"/>	<input type="checkbox"/>
Hours of operation	<input type="checkbox"/>	<input type="checkbox"/>
Number of employees	<input type="checkbox"/>	<input type="checkbox"/>
Description of any processes or procedures	<input type="checkbox"/>	<input type="checkbox"/>
Description of waste to be generated from the development	<input type="checkbox"/>	<input type="checkbox"/>
The types and number of vehicle movements per day	<input type="checkbox"/>	<input type="checkbox"/>
Any foreseeable impacts as a result of the proposed subdivision	<input type="checkbox"/>	<input type="checkbox"/>
Any mitigation measures as a result of the foreseeable impacts	<input type="checkbox"/>	<input type="checkbox"/>