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Planning Report

Application for a change of use to a place of assembly

75 Station Lake Road, Lara

Amended July 2026

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About The Planning Professionals

The Practice celebrated a 40 year anniversary in 2025, having been established in 1985.

During that period the Practice has been rebranded a number of times, but its essential operation and service offerings have remained unchanged.

The Practice team includes Architects and Town Planners, serving the whole of Victoria. The primary focus of the Practice is to assist clients in navigating the planning process - strategic and statutory.



Introduction

This report has been prepared in support of a planning permit application for the change of use to a place of assembly associated with a day centre for disability and community services (NDIS).

The report provides a full assessment of the proposed design against the relevant provisions of state and local planning policy and the Greater Geelong Planning Scheme.

The subject land is known as **75 Station Lake Road, Lara**.

The report is accompanied by the following documentation which is provided as part of the planning application:

- Certificate of Title
- Planning drawings prepared by The Planning Professionals

Overview

Address	75 Station Lake Road, Lara
Title	Lot 12 on Plan of Subdivision 053306 Volume 08975 Folio 606
Zone	• General Residential Zone - Schedule 4
Overlays	• None
Proposal	Place of assemble - NDIS provided group day facility
Land use definition	Place of assembly A 'Place of assembly' is defined as: <i>Land where people congregate for religious, spiritual or cultural activities, entertainment, or meetings.</i>
Permit Triggers	• Change of use (Clause 32.08-2)
Relevant Local Provisions	• Clause 11.01-1L-03 Lara • Clause 13.07-1L-01 Non-residential uses in residential zones • Clause 17.01-1L-01 Diversified economy - Greater Geelong



1. The site and surrounds

- 1.1. The subject land is located at 75 Station Lake Road, Lara, substantially as described by the accompanying plans and submissions and generally below:



Figure 1. Subject land identified in blue (VicPlan)

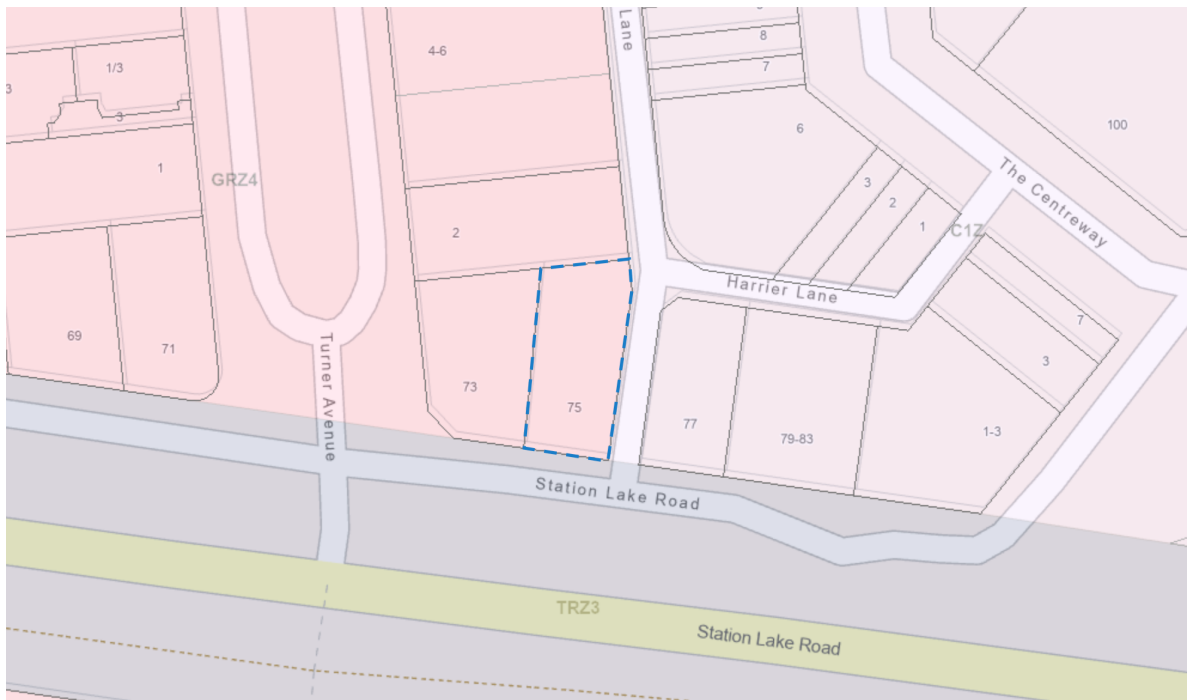


Figure 2. Subject land within surrounding zoning (VicPlan)



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- 1.2. The subject land is a formed of a single parcel of land with a frontage to the service lane of Station Lake Road of approximately 16.7m.
- 1.3. The site adjoins the commercial area of Lara to the east and is bordered by Clement Lane which also offers access to parking at the rear of the site.
- 1.4. The subject land is currently developed with a single storey, three bedroom dwelling with brick cladding and a sheet metal roof.
- 1.5. The site contains a carport with a separate shed and and additional carport to the rear.
- 1.6. Land to the north and west is similarly developed with residential properties.
- 1.7. Bus stops within 75m of the subject site provide public transport within the suburb of Lara.
- 1.8. Lara train station is within 750m east of the subject site and provides access to Geelong, Melbourne and further afield.
- 1.9. The site has an area of approximately 668sqm.
- 1.10. The subject land is formally described as:
 Lot 12 on Plan of Subdivision 053306 Station Lake Road, Lara
 Volume 08975 Folio 606



2. What is proposed?

- 2.1. This proposal is for the change of use of the existing residential building (dwelling) to a place of assembly.
- 2.2. The property will be operate as a day centre for members of the community with special needs (NDIS participants)
- 2.3. Participants will attend the site in small numbers to take part in group or one-on-one activities through the day.
- 2.4. The centre will operate:
Monday - Friday 9am to 5pm
- 2.5. Participants attend site with their carers in a ratio of 1:1 therefore the total number of people attending site at any time is;
Participants: 9x
Staff: 9x
- 2.6. Activities provided on site include Arts and craft, cooking, building capacity(social skills, resume writing etc), garden work.
- 2.7. Participants often attend for only part of the day before disbursing off to other community centres or activities.
- 2.8. Parking will be provided on site - participants are dropped off or arrive on site with their support worker.
- 2.9. The existing access off Clement Lane will be widened to allow an additional two parking spaces to be created at the rear of the property.
- 2.10. No residential or overnight care is provided as part of these services.
- 2.11. No signage is proposed as part of this application.
- 2.12. No building and works or alteration to the building itself are proposed.
- 2.13. Reference should also be made to the drawings prepared by The Planning Professionals and which form part of this planning application.



3. Why is a permit required?

- 3.1. The subject land is located in the General Residential Zone under the Greater Geelong Planning Scheme and is not subject to any overlays.
- 3.2. The relevant zones and overlays are:
 - General Residential Zone, and
Schedule 4 to the General Residential Zone
- 3.3. The permit triggers are as follows:
 - Use of the land as a place of assembly (Clause 32.08-2)

Car parking

- 3.4. The requirements of Clause 52.06 Car parking also apply to any new use. The full provision for parking will be provided on site and therefore the requirements of this policy have been met.



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4. The Planning Provisions and the Proposal

- 4.1. The Responsible Authority is required to take into account relevant policies contained in the MSS, PPF and the LPPF.
- 4.2. The State planning policies of the PPF are broad in their application; local planning policy informs the proposal in greater detail.
- 4.3. The following section discusses the permit triggers in detail and offers a response to the relevant planning provisions.



SETTLEMENT - Clause 02.03

CLAUSE 02.03-1 SETTLEMENT

Lara

Lara is a township designated for urban growth and is strategically located between Geelong and Melbourne with excellent road, rail, seaport and airport links.

...

Retail and commercial expansion is required to meet the needs of local residents and to reduce the high level of escape expenditure.

There is a strong reliance on the private motor car as a form of transport and active and public transport infrastructure and services need to be improved.

The Geelong Ring Road Employment Precinct, Avalon Airport and nearby land provide significant opportunities for employment and economic growth.

Strategic directions

- *Maintain a compact urban form and provide for sustainable communities.*
 - *Protect and enhance key environmental, cultural and landscape features, including the rural characteristics of Lara.*
 - *Facilitate an adequate supply of residential and commercial land, community and recreation services and infrastructure.*
 - *Facilitate an efficient and integrated movement network for all modes of transport.*
-

Commentary

1. The subject site is located within the township of Lara, and additionally is situated just on the western boundary of the Lara Activity Centre.
2. The proposal seeks to provide a community based use which is compatible with the residential area bordering the activity centre whilst avoiding spill over of the commercial area - instead offering a buffer between the two areas.
3. The proposed use does not require building and works and therefore does not alter the appearance of the property within the existing streetscape.
4. The proposal accords with the very general provisions of this policy.



SETTLEMENT - Clause 11.01-1L-03

CLAUSE 11.01-1L-03 LARA

Strategies

Contain urban development within the defined settlement boundary shown on the Lara Structure Plan map.

Limit rural living development to existing zoned land within Lara.

Locate and integrate future education, community and recreation facilities to enhance their accessibility and to maximise joint use wherever possible.

...

Commentary

1. The subject site is located within the defined Lara settlement boundary and is situated on the western edge of town centre expansion area of the Lara Activity Centre.
2. The proposed use of the site as a community based day centre will serve the surrounding area of Lara.
3. The subject site is well positioned to connect with a variety of community based services of which its participants will engage on a regular basis.
4. In addition the site is well located in relation to a range of public transport options which the staff of the operation may prevail.
5. It is considered that the proposal generally meets the strategies of this policy.



LAND USE COMPATIBILITY - Clause 13.07

CLAUSE 13.07-1S LAND USE COMPATIBILITY

Objective

To protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts.

Strategies

- *Ensure that use or development of land is compatible with adjoining and nearby land uses*
 - *Avoid locating incompatible uses in areas that may be impacted by adverse off-site impacts from commercial, industrial and other uses.*
 - *Avoid or otherwise minimise adverse off-site impacts from commercial, industrial and other uses through land use separation, siting, building design and operational measures.*
 - *Protect commercial, industrial and other employment generating uses from encroachment by use or development that would compromise the ability of those uses to function safely and effectively.*
-

Commentary

1. The subject site is located in the General Residential Zone.
2. The proposal seeks to provide a community based use which is compatible with the residential area bordering the activity centre whilst avoiding spill over of the commercial area - instead offering a buffer between the two areas.
3. The proposal for the subject site for a non-residential use would not cause adverse impacts on the amenity of the neighbouring properties or surrounding area.
4. Nor does the proposed use impact the operation of the adjoining Commercial precinct of the Lara Activity Centre.
5. The location adjacent to a Transport 3 Zone will not create adverse impacts for the surrounding residents due to the minimal additional traffic demand created.



NON-RESIDENTIAL USES IN RESIDENTIAL ZONES - Clause 13.07

CLAUSE 13.07-1L-01 NON-RESIDENTIAL USES IN RESIDENTIAL ZONES

Objective

To provide for non-residential uses that serve the needs of the local community.

To support non-residential uses that are compatible with the residential character, scale and amenity of neighbourhoods.

Location strategies

Locate non-residential uses on sites that have access to a road in a Transport Zone.

Discourage non-residential uses from locating on sites in a local access street or lane.

Locate non-residential uses where they will benefit and be convenient to local residents.

Avoid a concentration of non-residential uses where it would:

- *Create a de-facto commercial area.*
- *Isolate residential properties.*
- *Contribute to unplanned expansion of commercial or mixed use zones into surrounding residential land.*

Amenity strategies

- *Protect the amenity of the surrounding area from:*

- *Noise, light and odours emitted from the site.*

- *Disturbance associated with the hours of operation.*

- *Manage the loading and unloading of vehicles to minimise detrimental impacts on residential amenity.*

...

Car parking and traffic strategies

Locate car parking areas so they do not dominate the streetscape by locating them at the side or rear of the site.

Support uses where the traffic generated by the use can be accommodated within the surrounding street network.

Support uses that can accommodate parking on site and do not create significant increases in on-street parking demand.

Commentary

1. The subject site is located in the General Residential Zone.
2. This application relates to the change of use of the subject site to a place of assembly offering a day centre for disability and community services (NDIS).
3. The proposed use will serve the surrounding residential area and wider Geelong area from which it will draw its client basis.
4. Participants will also make regular use of a range of community based facilities and events in the surrounding area.

Location strategies

5. The subject site has access via Clement Lane to Station Lake Road which is within the Transport 3 Zone.
6. The subject site is located on the border with the Commercial Zone of the Lara Activity Centre and is a compatible non-residential use within the Residential Zone in which it is situated.



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7. The subject property is suited to the proposed commercial use without resulting in adverse impacts on amenity of the surrounding residential area. nor will it create impacts on the adjoining commercial properties.

Amenity strategies

8. The proposed use will generally operate within regular business hours being compatible with the residential area.
9. The site will not emit adverse impacts from noise, light or odours on the surrounding residential properties which in any case could expect a small amount of noise from the adjoining commercial centre during business hours.
10. Loading and unloading of deliveries or waste collection will be minimal and is not substantially greater in frequency or quantity than might be associated with a residential property in the surrounding area.
11. It is expected that impact on the amenity of the area can be appropriately managed via conditions which would be reasonably anticipated on any such planning permit.

Car parking and traffic strategies

1. Car parking is provided within the site to the rear via the widening of an existing access off Clement Lane and meets the the applied parking rate.
2. The site also offers good connectivity to a range of public transport given its proximity to the Lara town centre.



EMPLOYMENT - Clause 17.01

CLAUSE 17.01-1S DIVERSIFIED ECONOMY

Objective

To strengthen and diversify the economy.

Strategies

Protect and strengthen existing and planned employment areas and plan for new employment areas.

Facilitate regional, cross border and inter-regional relationships to harness emerging economic opportunities.

Facilitate growth in a range of employment sectors, including health, education, retail, tourism, knowledge industries and professionals and technical services based on the emerging and existing strengths of each region.

Improve access to jobs closer to where people live

Support rural economies to grow and diversify.

Commentary

1. The proposed use is well located within an existing residential area but adjacent to the commercial area of the Lara Activity Centre.
2. This allows for the proposed use to be both compatible with the residential area as well as the adjoining commercial hub - avoiding any adverse impacts on both areas.
3. The proposed use offers a small scale employment opportunity within in the health and community sector.
4. Whilst it does not represent a large scale employment opportunity, the proposed use does however, still offer the opportunity to live and operate a business within the same community.
5. In addition the operation of the place of assembly itself will contribute to and benefit from the local community from which it will draw its clientele.



EMPLOYMENT - Clause 17.01

CLAUSE 17.01-1L-01 DIVERSIFIED ECONOMY - GREATER GEELONG

Strategies

Support industry development in the following strategic growth sectors:

- *Knowledge, Innovation and Research.*
- *Advanced Manufacturing.*
- *Health.*
- *Tourism.*
- *Small, Micro and Home Based Business.*
- *Food and Horticulture.*

...

Commentary

1. The proposed use relates directly to the health industry and community sector which this local policy broadly supports.
2. In addition the proposed business which will be owner operated is also supported by this policy which seeks to promote small businesses within the Greater Geelong area.



COMMERCIAL - Clause 17.02

CLAUSE 17.02-2S OUT-OF-CENTRE DEVELOPMENT

Objective

To manage out-of-centre development.

Strategies

Discourage proposals for expansion of single use retail, commercial and recreational facilities outside activity centres.

Give preference to locations in or on the border of an activity centre for expansion of single use retail, commercial and recreational facilities.

Discourage large sports and entertainment facilities of metropolitan, state or national significance in out-of-centre locations unless they are on the Principal Public Transport Network and in locations that are highly accessible to their catchment of users.

Ensure that out-of-centre proposals are only considered where the proposed use or development is of net benefit to the community in the region served by the proposal or provides small scale shopping opportunities that meet the needs of local residents and workers in convenient locations.

Commentary

1. The proposal will occupy an existing residential property with a small-scale compatible non-residential use adjacent to the commercial Lara Activity Centre.
2. The proposed operation is a small business which will serve the surrounding local area as well as contributing to community activities.
3. The proposed use as place of assembly providing a day centre for NDIS participants is an opportunity to meet a need within the local community and is supported by this clause which calls for preference to be given to facilities which are of net benefit to the local community.



GENERAL RESIDENTIAL ZONE - Clause 32.08

CLAUSE 32.08 GENERAL RESIDENTIAL ZONE

Purpose

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To encourage development that is responsive to the neighbourhood character of the area.

To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.

To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

Clause 32.08-2 Table of uses

Section 2 Use

Condition

Place of Assembly (other than Amusement parlour, Carnival, Cinema based entertainment facility, Circus, Nightclub and Place of worship)

-

Clause 32.08-134 Decision guidelines

Before deciding on an application, in addition to the decision guidelines in clause 65, the responsible authority must consider, as appropriate:

General

The Municipal Planning Strategy and the Planning Policy Framework.

The purpose of this zone.

The objectives set out in a schedule to this zone.

Any other decision guidelines specified in a schedule to this zone.

The impact of overshadowing on existing rooftop solar energy systems on dwellings on adjoining lots in a General Residential Zone, Housing Choice and Transport Zone, Mixed Use Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone.

...

Non-residential use and development

Whether the use or development is compatible with residential use.

Whether the use generally serves local community needs.

The scale and intensity of the use and development.

The design, height, setback and appearance of the proposed buildings and works.

The proposed landscaping.

The provision of car and bicycle parking and associated accessways.

Any proposed loading and refuse collection facilities.

The safety, efficiency and amenity effects of traffic to be generated by the proposal.

Commentary

1. The above outlines the relevant permit triggers under the zone where the proposed use as a place of assembly is a section 2 use.
2. The elements raised by the decision guidelines have generally been addressed by previous policy's discussed in detail in this report, and are aimed at the responsible authority to assist in their assessment of the application. However, to reiterate;
 - The proposal is for the use of an existing building which is located in an established residential area where the use will not cause impacts to neighbouring properties.
 - The proposal offers a small economic and employment opportunity.
 - The sole purpose of the proposal is to serve health and community needs of the surrounding area from which it draws its clientele.



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3. The subject site is well located to achieve that objective whilst meeting the requirements of the Greater Geelong Planning Scheme which actively promotes such opportunities for business development in the Municipal Planning Strategy and the Planning Policy Framework.
4. The proposal does not include signage nor any building and works to alter the external appearance of the building.
5. The proposed development meets the requirements of this policy.



CAR PARKING - Clause 52.06

CLAUSE 52.06 CAR PARKING

Purpose

To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.

To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.

To support sustainable transport alternatives to the motor car.

To promote the efficient use of car parking spaces through the consolidation of car parking facilities.

To ensure that car parking does not adversely affect the amenity of the locality.

To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.

Clause 52.06-2 Provision of car parking spaces

Before:

- *a new use commences; ...*

the number of car parking spaces required under Clause 52.06-5 or in a schedule to the Parking Overlay must be provided to the satisfaction of the responsible authority in one or more of the following ways:

- *on the land; ...*

Clause 52.06-3 Permit Requirement

A permit is required to:

- *Reduce (including reduce to zero) the number of car parking spaces required under Clause 52.06-5 or in a schedule to the Parking Overlay.*

Clause 52.06-5 Number of car parking spaces required under Table 1

Use Rate Category 2 (minimum requirement)

Place of assembly	<i>To each patron 0.15</i>
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Clause 52.06-10 Decision guidelines

Before deciding that a plan prepared under clause 52.06-8 is satisfactory the responsible authority must consider, as appropriate:

- *The role and function of nearby roads and the ease and safety with which vehicles gain access to the site.*

...

- *The type and size of vehicle likely to use the parking area.*

- *Whether the layout of car parking spaces and access lanes is consistent with the specific standards or an appropriate variation.*

- *The need for the required car parking spaces to adjoin the premises used by the occupier/s, if the land is used by more than one occupier.*

- *Whether the layout of car spaces and accessways are consistent with Australian Standards AS2890.1-2004 (off street) and AS2890.6-2009 (disabled).*

...

Commentary

1. The existing dwelling provides parking to the rear of the site via the access off Clement Lane with undercover parking for one (1x) vehicle.
2. It is proposed to widen this access to allow for the creation of two (2x) additional parking spaces at the rear thus meeting the parking requirement in full.
3. This provides for up to 20x patrons on site given the above parking rate set out in Clause 52.06.



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4. The proposed maximum number of staff on site at any time is 9x which is more than satisfied by this statutory requirement.
5. Dimensions of all car parking spaces are detailed on the plan provided in the town planning drawings which accompany this application.
6. The proposed vehicle access to the rear onto Clement Lane provides for safe and efficient access.
7. The proposed car parking layout is suitable for the type and size of vehicles expected to service the development.
8. The design of car parking spaces are consistent with relevant Australian Standards.

Car Parking Demand Assessment:

Car Parking Demand Factor	Assessment
The likelihood of multi-purpose trips within the locality which are likely to be combined with a trip to the land in connection with the proposed use.	Given the subject property is located within a residential area and generally draws its client base from this neighbourhood, it seems highly likely that a reasonable number of multi-purpose trips would occur.
The variation of car parking demand likely to be generated by the proposed use over time.	Some participants attend the site only to meet with others briefly before moving on to attend activities in other locations. Sessions held on the site occur within business hours and sessions last from one to four hours a day. A variety of parking demand is generated across a single day or across the week.
The short-stay and long-stay car parking demand likely to be generated by the proposed use.	The parking requirements need to meet the demand for both staff who attend 'meet ups' with participants as well as those who attend full sessions on site.
The availability of public transport in the locality of the land.	The Lara Activity Centre provides nearby connection with bus routes through the local area as well as rail connections to the wider area of Geelong and beyond. Bus stops in either direction are located within 75m of the subject site.
The convenience of pedestrian and cyclist access to the land.	The site is conveniently accessible via pedestrian and bicycle should this be required.
The provision of bicycle parking and end of trip facilities for cyclists in the locality of the land.	There are no formal facilities for bicycle parking (nor is there demand under the planning scheme to do so) in the immediate locality however there is sufficient space for these to be accommodated within the subject on an ad-hoc basis.
The anticipated car ownership rates of likely or proposed visitors to or occupants (residents or employees) of the land.	Given the location within the residential area, it is expected that whilst many people will arrive by car a significant portion of these trips will be part of a multi-purpose trip. Participants generally will be dropped off on site or attend with their support worker.
Any empirical assessment or case study.	No empirical assessment has been performed.



DECISION GUIDELINES - Clause 65

CLAUSE 65.01 APPROVAL OF AN APPLICATION OR PLAN

Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

- *The matters set out in section 60 of the Act.*
 - *Any significant effects the environment, including the contamination of land, may have on the use or development.*
 - *The Municipal Planning Strategy and the Planning Policy Framework.*
 - *The purpose of the zone, overlay or other provision.*
 - *Any matter required to be considered in the zone, overlay or other provision.*
 - *The orderly planning of the area.*
 - *The effect on the environment, human health and amenity of the area.*
 - *The proximity of the land to any public land.*
 - *Factors likely to cause or contribute to land degradation, salinity or reduce water quality.*
 - *Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*
 - *The extent and character of native vegetation and the likelihood of its destruction.*
 - *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*
 - *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*
 - *The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.*
 - *The impact the use or development will have on the current and future development and operation of the transport system.*
-

Commentary

1. These considerations are clearly and unambiguously directed at the Responsible Authority, after all the Responsible Authority is the decision making authority, not the permit applicant.
2. It is observed however that many of these provisions are general in nature such as the objectives of planning.
3. The State Planning Policy Framework is broad in its application. Relevant planning policy has been considered.
4. The proposal is merely for a change of use for a place of assembly which will offer day centre activities and community based services for a variety of disabled participants.
5. The service aims to draw its clientele from the surrounding area and facilitates participation for onsite activities as well as those programs offered within the wider community.
6. The proposed use is compatible with the established residential area and will not create adverse impacts on the area nor to the adjacent commercial precinct.
7. All matters relating to the orderly planning of the zone, and the effect on the amenity of the locality have been considered and demonstrated to be acceptable.
8. Relevant policies contained within the SPPF, MSS and the LPPF have been discussed considered.
9. It is clear and self evident that the proposal is not in conflict with these policies.



5. Merits of the proposal

- 5.1. In the general scheme of matters, this application is an appropriate use for the subject site which will benefit the surrounding community which it serves.
- 5.2. The proposal is generally consistent with relevant state and local planning policy.
- 5.3. The proposal would not result in off-site amenity impacts or cause material detriment to any party.
- 5.4. The proposal is merely for a change of use for a place of assembly which will offer day centre activities and community based services for a variety of disabled participants and is an outcome that is reasonably anticipated and justifiable.
- 5.5. No alteration to the existing building is proposed and therefore the presentation the property within the streetscape will be maintained.
- 5.6. The proposed use is compatible with the established residential area and will not create adverse impacts on the area nor to the adjacent commercial precinct.
- 5.7. The proposal is consistent with planning policy, and the relevant detailed provisions of the scheme.

6. Conclusions – should a permit be granted?

- 6.1. The proposal is consistent with planning policy.
- 6.2. The proposal would not result in off-site amenity impacts or cause material detriment to any party.
- 6.3. For these reasons and the reasons contained in the body of this submission it is respectfully submitted that a permit should be granted.