

# Car Parking

## Planning guide and checklist



This guide describes what information you need to provide to Council when applying for a planning permit to reduce or waive the car parking requirements set out in the Yarra Planning Scheme.

If you are making changes to your property, either:

- > Changing the use of your property (eg. using part of your existing home for business purposes); or
- > Increasing the size of your building or floor area of an existing use

the Yarra Planning Scheme (Clause 52.06) requires that a set number of car parking spaces be provided on-site. Council understands that this may not always be possible, so if you want to *reduce* or *wave* the number of required car parking spaces, you can apply for a planning permit.

A reduction refers to when you can provide some, but not all, of the required car parking spaces. A waiver refers to when you can provide no car parking spaces. To find out what car parking requirements apply to your property, you must view the Yarra Planning Scheme at [www.dpcd.vic.gov.au/planningschemes](http://www.dpcd.vic.gov.au/planningschemes)

Council requires certain information in order to properly assess your application against the planning controls contained in the Yarra Planning Scheme. To ensure that your application can be processed quickly and efficiently, it is important that all the relevant information is included – this guide will help you do this.

An application for a reduction or waiver of car parking is usually associated with the change of use or expansion of an existing use. If this is the case, please refer to Council's planning guidelines and checklists, or contact Council on 9205 5555.

### How to apply for a planning permit

To apply for a permit to reduce or waive parking requirements, simply follow these four steps:

- 1. Complete an *Application for Planning Permit Form*.** These are available at our Statutory Planning counter or on Council's website ([www.yarracity.vic.gov.au/planning](http://www.yarracity.vic.gov.au/planning)).
- 2. Refer to the *Fee Schedule*** to determine what fee you need to pay to lodge your application. The *Fee Schedule* is also available at our Statutory Planning counter or on Council's website ([www.yarracity.vic.gov.au/planning](http://www.yarracity.vic.gov.au/planning)).  
**Please note:** The fee can only be paid by cheque or money order and must be made payable to the 'City of Yarra'.
- 3. Prepare your application,** making sure to include all the information described in this guide, such as plans and a written submission.

### Checklist

- Completed Application Form
- Fee (either cheque or money order)
- Certificate of Title (obtained or produced within the last 3 months)
- Existing Floor Plan (3 copies)
- Proposed Floor Plan (3 copies)
- Written Submission – Clause 52.06 assessment (1 copy)

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**4. Lodge your completed application by:**

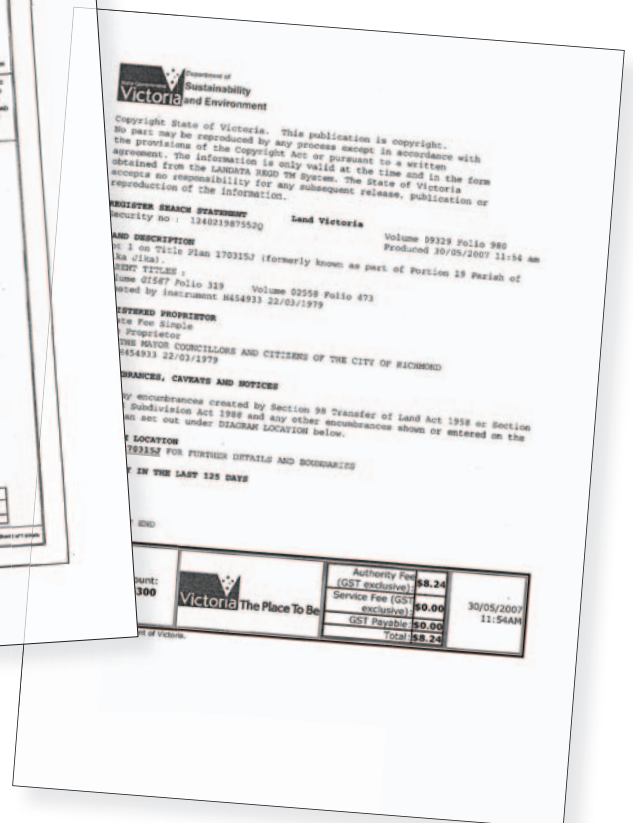
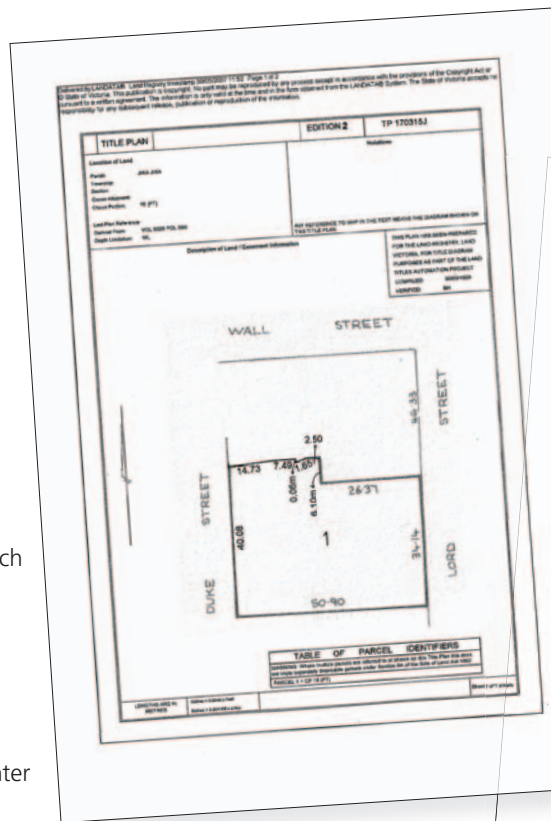
**> Post:**

Statutory Planning Branch  
City of Yarra  
PO Box 168  
Richmond VIC 3121

or

**> In person:**

Statutory Planning counter  
Richmond Town Hall  
333 Bridge Road  
Richmond VIC



**What information should be included with your application?**

**Certificate of Title – 1 copy**

You will need to provide an up-to-date *Certificate of Title* with your application.

A *Certificate of Title* is a formal legal record about a particular piece of land. It contains basic information about the land including current ownership (see example above).

The copy of the *Certificate of Title* must be clear, legible, complete and obtained within the last three (3) months.

**Certificate of Title**

A *Certificate of Title* is a formal legal record about a particular piece of land. It contains basic information about the land including current ownership.

If the land is covered by a *Restrictive Covenant* or Section 173 Agreement, a copy will also need to be provided. This will be registered on the *Certificate of Title*.

A *Restrictive Covenant* is a private agreement between land owners which may restrict the way land may be used and developed.

If you do not have a copy of the *Certificate of Title*, you can obtain a copy:

**> In person:**

Land Information Centre  
Level 10, 570 Bourke Street  
Melbourne  
Telephone 8636 2456

or

**> Order online:**

[www.land.vic.gov.au](http://www.land.vic.gov.au)

### Existing Floor Plan – 3 copies

You need to submit with your application three (3) copies of an *Existing Floor Plan*.

An *Existing Floor Plan* is a clear drawing that shows the whole site, including all structures on the site. It is drawn as if looking down from above the site.

The *Existing Floor Plan* must be drawn to scale and show:

- > The location and layout of all existing buildings on the site
- > The current purpose for which the site is being used
- > Any existing car parking on the site and access points
- > Location and description of any on-street and off-street public car parking spaces (see example above).

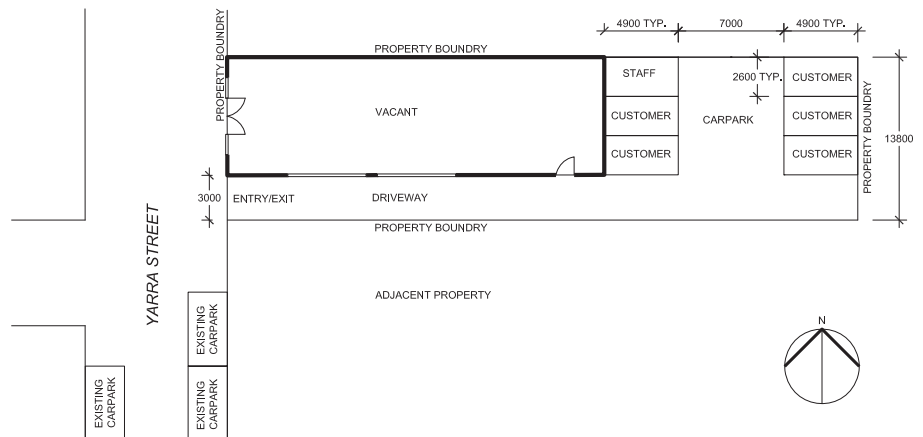
### Proposed Floor Plan – 3 copies

You need to submit with your application three (3) copies of the *Proposed Floor Plan*.

A *Proposed Floor Plan* is a clear drawing that shows the location of the proposed building/works and other structures on the site. It is drawn as if looking down from above the site.

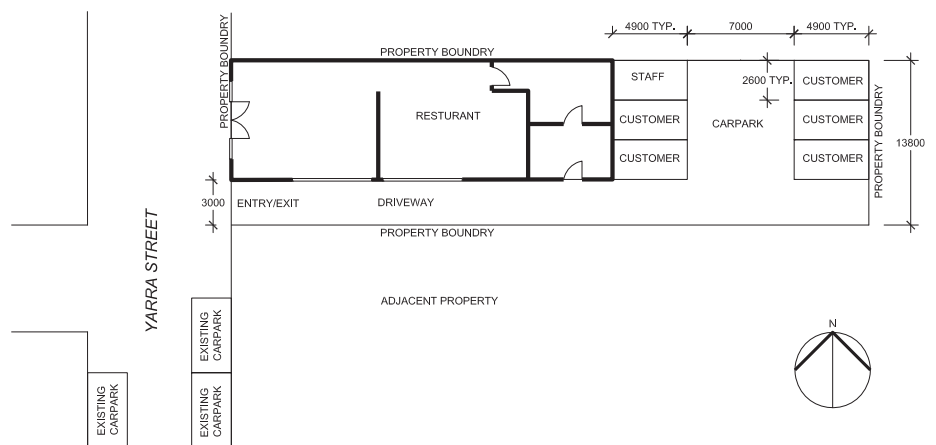
The *Proposed Floor Plan* must be drawn to scale and show:

- > The location and layout of any proposed new buildings on the site
- > The purpose for which the site is proposed to be used.



### Existing Floor Plan

An *Existing Floor Plan* is a clear drawing that shows the whole site, including all structures on the site.



### Proposed Floor Plan

A *Proposed Floor Plan* is a clear drawing that shows the location of the proposed building/works and other structures on the site.

**Note: Plans are usually drawn up by an architect or drafts person, however you may feel comfortable to prepare the plan yourself.**

- > Location and description of any on-street and off-street public car parking spaces
- > The distance to and nearby public transport
- > The allocation of all car parking spaces on the site and access points (e.g. staff car parking space or customer car parking space).

### Clause 52.06 Assessment – 1 copy

Council will assess an application to reduce or waive a car parking requirement against the “decision guidelines” listed in Clause 52.06-1 of the Yarra Planning Scheme. You must provide a written statement justifying your proposal against these decision guidelines.

The decision guidelines are:

- > The availability of car parking in the locality
- > The availability of public transport in the locality

- > Any reduction in car parking demand due to the sharing of car spaces by multiple uses, either because of variation of car parking demand over time or because of efficiencies gained from the consolidation of shared car parking spaces
- > Any car parking deficiency or surplus associated with the existing use of the land
- > Any car parking credit associated with a use which previously or currently existed
- > Local traffic management
- > Local amenity including pedestrian amenity
- > An empirical assessment of car parking demand (where significant reductions or waivers are required, the above will need to be provided by a qualified traffic and parking engineer).

A copy of the Yarra Planning Scheme, including Clause 52.06 can be viewed or downloaded from [www.dse.vic.gov.au/planningschemes/yarra/home.html](http://www.dse.vic.gov.au/planningschemes/yarra/home.html)

### Further information

If you need more information about applying for a planning permit you can:

#### Visit our website

- > [www.yarracity.vic.gov.au/planning](http://www.yarracity.vic.gov.au/planning)

#### Telephone

- > 9205 5555 (between 8.30am and 5.00pm, Monday to Friday)

#### Visit the Statutory Planning counter

- > Richmond Town Hall  
333 Bridge Road, Richmond  
Monday to Friday  
8.30am to 5.00pm and  
Tuesday 8.30am to 6.00pm

#### Obtain a fact sheet

- > Available from Council's website or at the Statutory Planning counter. There are fact sheets covering a range of planning issues, such as understanding planning, the planning permit application process, lodging an application, objecting to an application, and useful checklists for different types of applications.

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