

Minor Buildings or Works

Commercial planning guide and checklist



This guide describes what information you need to provide to Council when applying for a planning permit to carry out minor building and works in a Business Zone or Industrial Zone. Minor building and works include such things as external fixtures, outbuildings, windows and roller doors.

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.

How to apply for a planning permit

To apply for a permit for minor building and works in a Business or Industrial zone, 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)

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).

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.

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.

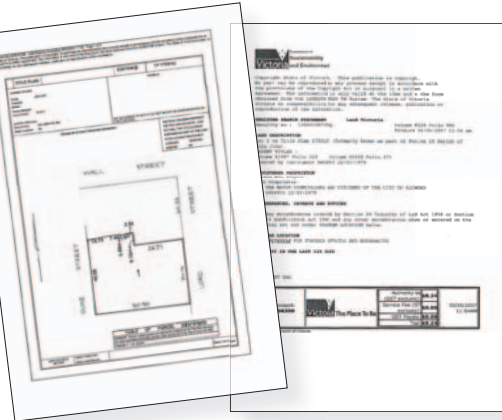
A *Certificate of Title* is a formal legal record about a particular piece of land. It contains basic information about the land including current ownership (see example overleaf).

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

Checklist for applying for a permit

- Completed Application Form
- Fee (either cheque or money order)
- *Certificate of Title* (obtained or produced within the last 3 months)
- Photographs
- Existing Site Plan (3 copies)
- Existing Elevation Plans (3 copies)
- Proposed Demolition Plan (3 copies)
- Proposed Floor Plan (3 copies)
- Proposed Elevation Plans (3 copies)
- Written submission against relevant local policy (1 copy)
- Colours, materials, finishes and other specifications

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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

Photographs

Photographs help Council to understand the existing conditions of the land and the surrounding area.

Please provide at least one photograph that shows where you would like to undertake the minor building and works. It is also helpful to provide some context to the application by including photographs of the area surrounding the proposed location of the works.

Existing Site Plan – 3 copies

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

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

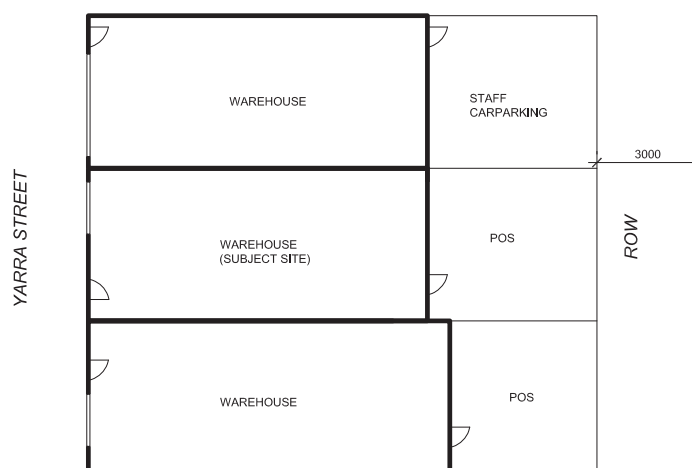
The plan must be drawn to scale and clearly show (as appropriate):

- > The boundaries and dimensions of the site
- > Adjoining roads
- > The location, height and purpose of buildings and works on adjoining land
- > The layout of existing buildings
- > All driveway, car parking and loading areas
- > The land's orientation to north (see example below).

Existing Elevation Plans – 3 copies

You need to submit with your application three (3) copies of the *Existing Elevation Plans*.

Existing Elevation Plans are clear drawings that show the length, width and height of the existing building on the block. They are drawn as if looking from the front or side to show the height.

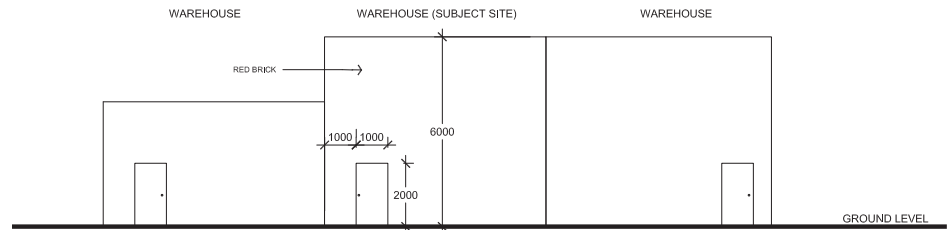


Existing Site Plan

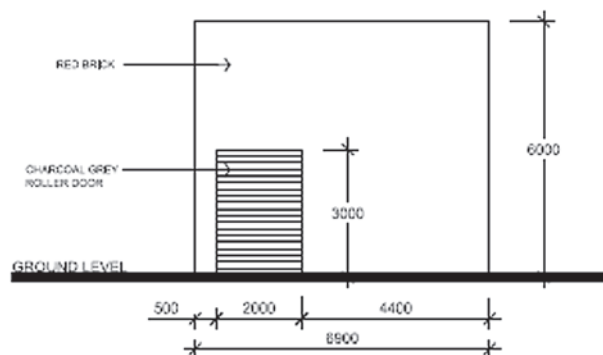
An *Existing Site Plan* is a clear drawing that shows the whole site, including all structures on the site, before the proposed works.

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

North Elevation



West Elevation



Existing Elevation Plan

Existing Elevation Plans are clear drawings that show the length, width and height of the existing building on the block.

Plans must be provided for each elevation of the existing building (i.e. north, south, east and west), even if the addition is only going to affect one part of the existing building.

The plans must be drawn to scale and must clearly show:

- > The length, width and height of the existing building(s)
- > The overall height of the building(s) above the natural ground level
- > The colours and materials of the existing building(s)
- > The land's orientation to north (see example above, right).

Proposed Demolition Plan - 3 copies

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

The *Proposed Demolition Plan* is a clear drawing that shows the area that is being demolished and other structures on the site. It is drawn as if looking down from above the site.

The plan does not necessarily need to be drawn to scale, but must clearly show:

- > The dimensions of the area being demolished
- > The land's orientation to north.

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 plan must be drawn to scale and must clearly show:

- > The dimensions of the proposed buildings or works
- > The distance of the proposed buildings or works from the boundaries of the land
- > The land's orientation to north

Proposed Elevation Plan - 3 copies

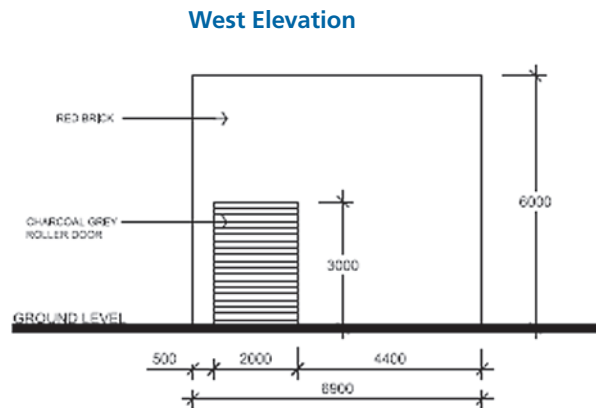
You need to submit with your application three (3) copies of the *Proposed Elevation Plan*.

A *Proposed Elevation Plan* is a clear drawing that shows the height and location of the proposed building/works and other structures on the site. It is drawn as if looking from the front or side to show the height.

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

Proposed Elevation Plan

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



The plan must be drawn to scale and must clearly show:

- > The length of the proposed buildings or works
- > The height of the proposed buildings or works above the natural ground level of the land
- > The land orientation to the north (see above example).

Written assessment against relevant local policy – 1 copy

Depending on the size and scale of your works, you need to submit with your application a written assessment against the relevant local planning policy:

- > If your property is in a heritage overlay – an assessment against Yarra's Development Guidelines for Heritage Places policy (Clause 22.02) is required.
- > If your property is not in a heritage overlay – an assessment against Yarra's Built Form and Design policy (Clause 22.10) is required.

These policies are part of the Yarra Planning Scheme and are available at www.dpcd.vic.gov.au/planningschemes (select Yarra from the drop down menu),

in person at the Richmond Town Hall (333 Bridge Road, Richmond) or by calling Access Yarra on 9205 5555.

Colours, materials, finishes and other specifications

Please provide details of the colours, materials, finishes and other specifications of the proposed building/works. This information can be included on the *Proposed Elevation Plan* in the form of notations or can simply be written on a separate sheet. You are encouraged to include samples and product brochures if appropriate.

Other permits/ regulations you may need to consider

If you obtain a permit from Council to carry out works to your property, before you commence, you may also need:

- > Building permit – to undertake any construction work or changes to the internal layout that may impact safety requirements.
- > Road/footpath occupancy permit – if you need to block the road/footpath in order to undertake building/works.

For more information, please contact Council on 9205 5555.

Further information

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

Visit our website

> 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.

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