

# Fences

## Residential planning guide and checklist



This guide describes what information you need to provide to Council when applying for a planning permit to construct a fence.

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 to construct a side or rear fence, 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.

### 4. Lodge your completed application by:

- > **Post:**  
Statutory Planning Branch  
PO Box 168  
Richmond VIC 3121  
or
- > **In Person:**  
Statutory Planning counter  
City of Yarra  
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.

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.

### Checklist

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

# Fences Residential planning guide and checklist



### Certificate of Title (above)

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 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:

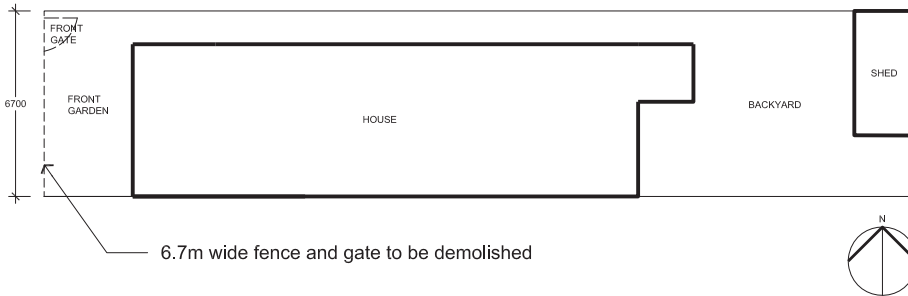
[www.land.vic.gov.au](http://www.land.vic.gov.au)

### 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 construct the fence. It is also helpful to provide some context to the application by including photographs of the area surrounding the proposed location of the fence.

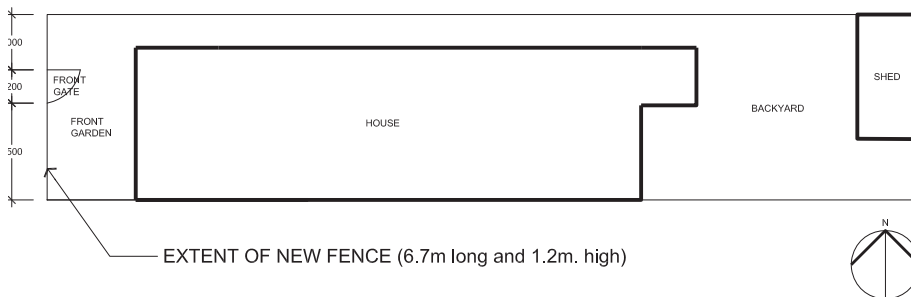
## DEMOLITION PLAN



### Proposed Demolition Plan

The *Proposed Demolition Plan* is a clear drawing that shows the location of the fence being demolished and other structures on the site.

## PROPOSED SITE PLAN



### Proposed Site Plan

A *Proposed Site Plan* is a clear drawing that shows the location of the proposed fence and other structures on the site.

### Proposed Demolition Plan – 3 copies

You 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 location of the fence being demolished 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 clearly show:

- > The dimensions of the fence being demolished
- > The land's orientation to north (see example above).

### Proposed Site Plan - 3 copies

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

A *Proposed Site Plan* (see example above) is a clear drawing that shows the location of the proposed fence 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 clearly show:

- > The location of the proposed fence
- > The length and height of the proposed fence
- > The land's orientation to north (see example on previous page).

### Proposed Elevation Plan - 3 copies

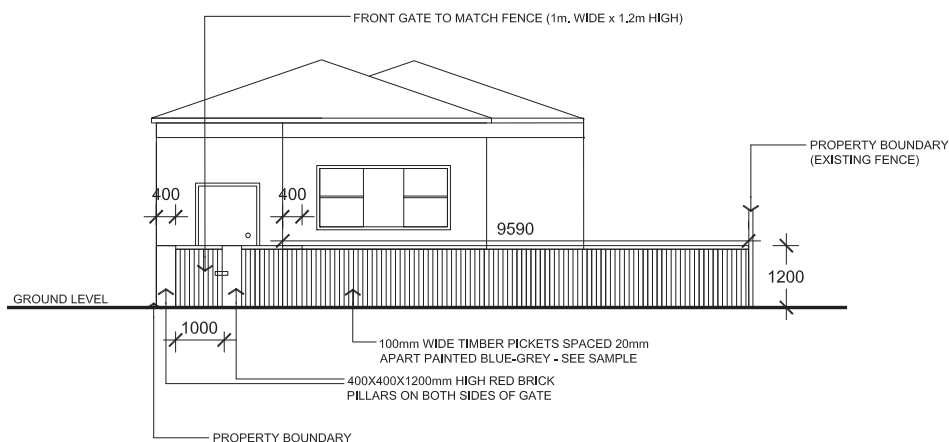
You need to submit with your application three (3) copies of the *Proposed Elevation Plan*.

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

The plan must be drawn to scale and clearly show:

- > The height of fence (picket and post heights)
- > The overall width of the fence
- > The height and width of any gates

**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 fence and other structures on the site.

- > The location of any gates (i.e. distance from each boundary)
- > Picket and post width
- > Plinth height (if applicable)
- > Transparency of the gate (i.e. 50 percent transparent)
- > Orientation (e.g. north elevation)
- > Any other relevant details (see example above).

## 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](http://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 fence. 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 build a fence, before you commence, you may also need to consider:

- > Building permit – to put up the fence, depending on the size of the fence
- > Road/footpath occupancy permit – if you need to block the road/footpath in order to build the fence.

For more information, please contact Council on 9205 5555.

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



## 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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