

Minor Building and Works

Residential planning guide and checklist



This guide describes what information you need to provide to Council when applying for a planning permit for minor building and works, such as external fixtures, outbuildings, windows and pergolas.

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 conduct minor building and works to your home, 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).

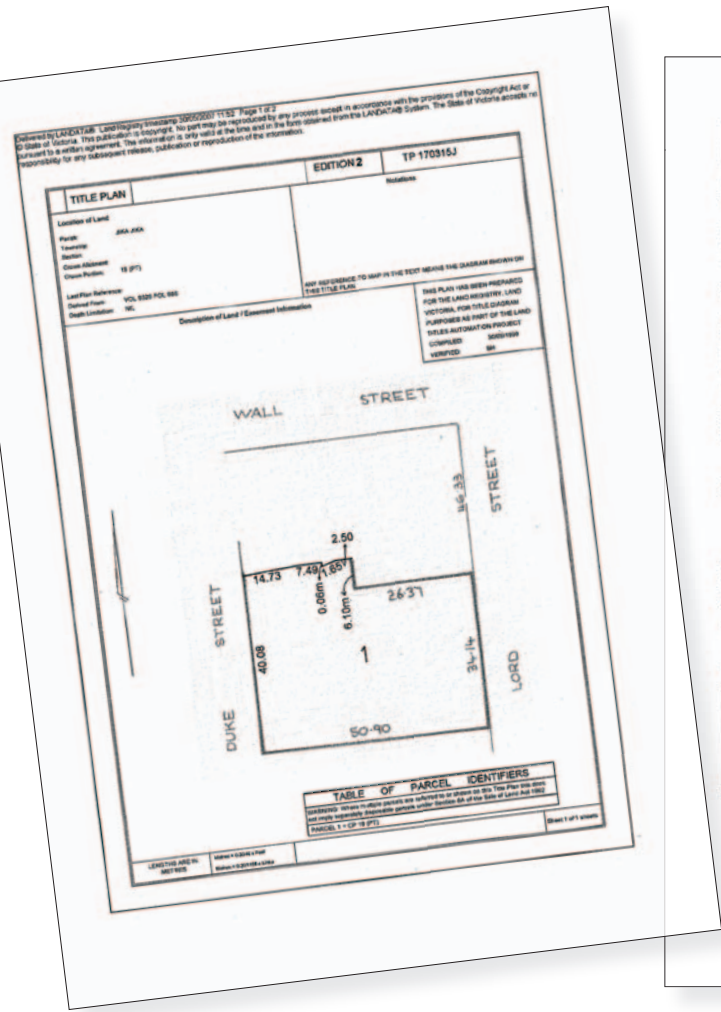
The copy of the *Certificate of Title* must be: clear, legible, complete and obtained within the last three (3) months.

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*.

Checklist

- Completed Application Form
- Fee (either cheque or money order)
- Brief written description of proposed works
- *Certificate of Title* (obtained or produced within the last 3 months)
- Photographs
- 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

Building or extending a dwelling 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.

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

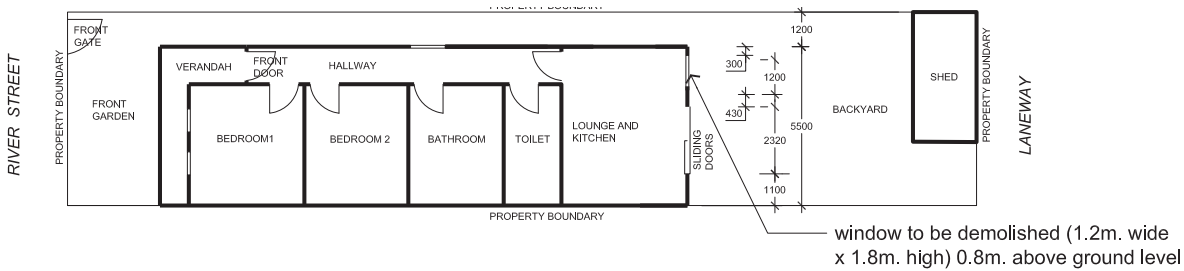
Photographs

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 carry out the works. It is also helpful to provide some context to the application by including photographs of the surrounding area.

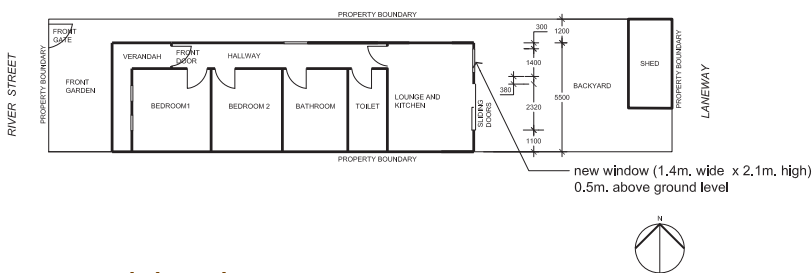
Proposed Demolition Plan/ Elevations - 3 copies

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



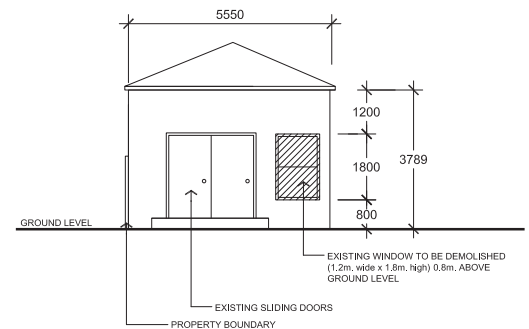
Proposed Demolition Plan

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



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.



Proposed Demolition/ Elevation Plan

The *Proposed Demolition/Elevation Plans* are clear drawings that show the area that is being demolished and other structures on the site.

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

- > The dimensions of the building(s)/ structure(s)/fence(s) being demolished in the context of the site
- > Any road abutments
- > The land's orientation to north (see examples above).

Proposed Floor Plan - 3 copies

You need to submit with your application three (3) copies of the Proposed Site 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 should be drawn to scale and clearly show:

- > The dimensions of the proposed buildings and works

> The distance of the proposed buildings and works from the boundaries of the land

> The location and use of abutting land, showing the location of buildings, areas of private outdoor space, windows and roads

> The land's orientation to north (see example above).

Proposed Elevation Plan - 3 copies

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

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

