

# Subdivision

## Planning guide and checklist



This guide describes what information you need to provide to Council when applying for a planning permit to subdivide land and also assists in applying for Certification of a Plan of Subdivision.

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 subdivide, simply follow these five 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. Complete a Surveyor's Form 1 (if applying for Certification)** – 1 copy. Complete a Surveyor's "Form 1" if making an application for Certification. This form is prescribed by the Subdivision (Procedures) Regulations 2000 No. 101. To obtain a copy, you may need to contact a Licensed Land Surveyor, who will prepare all documentation on your behalf, including Form 1.
- 3. 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)). If you are applying for Certification, please also provide the appropriate fee. The two fees should be combined.

**Please note:** The fee can only be paid by cheque or money order and must be made payable to the 'City of Yarra'.

- 4. Prepare your application,** making sure to include all the information described in this guide, such as plans and a written submission.
- 5. 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**

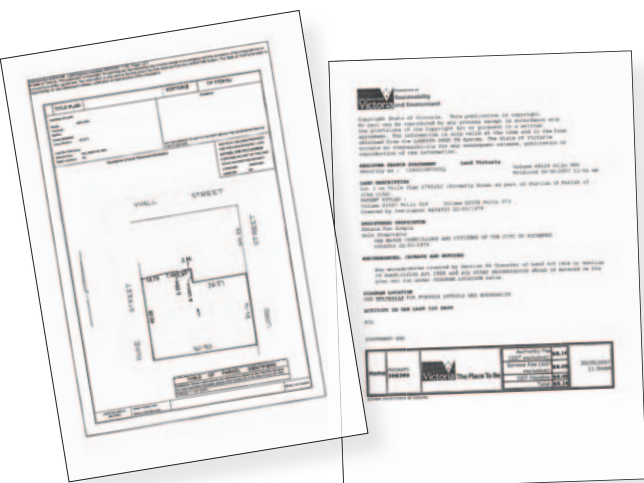
You will need to provide an up-to-date *Certificate of Title* with your application.

### Checklist

- Completed Application Form
- Completed Surveyor's Form 1 (if applying for Certification)
- Fee (either cheque or money order)
- Certificate of Title (obtained or produced within the last 3 months)
- Written Submission (1 copy)
- Plan of Subdivision (12 copies in A4 format)

NOTE: if applying for both a Planning Permit and Certification, both fees should be combined.

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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.

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.

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)

### Written Submission – 1 copy

An application must be accompanied by a written submission, and must include the following information:

- > If the application is linked to an existing development permit or application, please provide Council's reference number (e.g. PL07/0000), if known
- > If the application is NOT linked to a development permit or application, please provide a written statement explaining the purpose of the application. (If you are proposing a residential subdivision that is not linked to a development permit you may also need to supply a written assessment against the subdivision pursuant to Clause 56 of the Yarra Planning Scheme)
- > Description of the existing use of the land
- > If claiming existing use rights, proof of such use (please refer to Council's Fact Sheet "Existing Use Rights")
- > If linked to a development permit, advise as to the present stage of construction (photographs encouraged).

### Plan of Subdivision – 12 copies

A Plan of Subdivision shows the divisions of a piece of land into separate lots, or which re-aligns the boundary of existing lots.

The plans must be provided in A4 format, and Council requires 12 copies (due to various referral requirements).

### 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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