This guide describes what information you need to provide to Council when applying for a planning permit to build or extend a dwelling. If your property is affected by an overlay, extra requirements may be needed.

### 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 build or extend a dwelling, 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. **Determine the applicable fee.**
   To determine what fee you need to pay to lodge your application, please view the fee schedule at our Statutory Planning counter, or contact Statutory Planning on 9205 5373.

   **Please note:** The fee can be paid by credit card, cheque or money order (made payable to ‘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
   - **In person:**
     Statutory Planning counter
     Richmond Town Hall
     333 Bridge Road
     Richmond

### 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.

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**Checklist**

- Completed Application Form
- Fee (credit card, cheque or money order)
- Certificate of Title (obtained or produced within the last 3 months)
- Photographs
- Site Analysis Plan (3 copies)
- Existing Elevation (3 copies)
- Proposed Demolition Plan (3 copies)
- Proposed Floor Plan (3 copies)
- Proposed Elevation (3 copies)
- Written assessment against ResCode (1 copy)
- Written assessment against relevant local policy (1 copy)
- Shadow Diagrams (3 copies)
- Colours, materials, finishes and other specifications
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 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 9, 570 Bourke Street
  Melbourne
  Telephone 8636 2831
  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 construct or extend. It is also helpful to provide some context to the application by including photographs of the surrounding area and street.
Site Analysis Plan

The Site Analysis Plan is a clear drawing that shows the position of your house on your block in relation to your neighbours’ houses on their blocks.

Site Analysis Plan – 3 Copies

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

The Site Analysis Plan is a clear drawing that shows the position of your house on your block in relation to your neighbours’ houses on their blocks. It is drawn as if looking down from above.

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

> The size and shape of the site in relation to title dimensions (i.e. length and width)

> The location of any easements (refer to the Certificate of Title to confirm if any apply to your land)

> Levels of the site to Australian Height Datum and the difference in levels between the site and surrounding properties

> Location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site

> What the neighbouring buildings are used for

> The location of outdoor spaces in neighbouring properties

> The location of windows in neighbouring properties

> Street frontage features such as poles, street trees and driveways

> Any other notable features or characteristics of the site

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

Note: Plans are usually drawn up by an architect or draftsperson, however you may feel comfortable to prepare the plan yourself.
The length, width and height of the existing building(s)
> The overall height of the building(s) above the natural ground level
> A streetscape elevation showing adjoining buildings and existing facade
> The colours and materials of the existing building(s).

**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 area that is 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 building(s)/structure(s)/fence(s) being demolished
> the land’s orientation to north (see example above).

**Note:** Plans are usually drawn up by an architect or drafterperson, however you may feel comfortable to prepare the plan yourself.
Proposed Floor Plan
A Proposed Floor Plan is a clear drawing that shows the location of the proposed building/extension and other structures on the site.

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/extension 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:
> All boundaries of the site
> Location of the proposed building or additions (including the distance between the external walls and the property boundaries)
> Locations of all outdoor areas
> Location and dimension of all car parking areas, if any
> Location of existing buildings on the surrounding properties, including the location and height of walls built to the boundary of the site
> Location of outdoor spaces in neighbouring properties
> Location of windows in neighbouring properties
> Location of any air conditioning units or skylights
> Any other relevant features or characteristics of the site
> The land’s orientation to north (see example, above).

Note: Plans are usually drawn up by an architect or drafter, 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 and other structures on the site.

Proposed Elevation Plans – 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, other structures on the site and how it will fit into the streetscape. It is drawn as if looking from the front or side to show the height.

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

> The length, width and height of the addition or alterations
> The overall height of the addition above the natural ground level
> The proposed streetscape elevation
> Orientation (i.e. north elevation).

Clause 54 or 55 Assessment (ResCode) – 1 copy
You need to submit with your application a written assessment against either Clause 54 or Clause 55 of the Yarra Planning Scheme. These Clauses are commonly referred to as ResCode.

ResCode is a set of Planning Scheme provisions that applies to residential developments across Victoria. It applies to the construction, or extension, of one or more dwellings up to and including three storeys in height.

The clause that applies to you depends on what works you are proposing:

> Clause 54 – an addition to, or construction of, one dwelling on a lot less than 500m² in area
> Clause 55 – an addition to, or construction of, two or more dwellings on a lot.

You must provide an assessment against each of the Standards included in the clause. For example, Standard A5 of Clause 54 refers to site coverage.

The Objective of this Standard is:
“To ensure that the site coverage respects the existing or preferred neighbourhood character and responds to the features of the site.”

The Standard suggests that:

The site area covered by the proposed buildings should not exceed:
The maximum site coverage specified in the schedule to the zone, 60 percent.

If there is no maximum site coverage specified in the schedule to the zone (e.g. Residential 1 Zone, or whichever is applicable to you), you may only cover a maximum of 60 percent of the area of the site.

Your assessment of this Standard must discuss how much of the site you intend to cover and state if the Standard is met (i.e. is the site coverage 60 percent or less?).

If the Standard is met, then the Objective is met and you can move onto the next Standard. If the Standard is not met (i.e. the site coverage will be 60 percent or more), then you must use the 'Decision Guidelines' to justify how your proposal meets the objective.

A copy of the Yarra Planning Scheme, including Clause 54 and 55 can be viewed or downloaded from www.dpcd.vic.gov.au/planningschemes

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 Statutory Planning on 9205 5373.

Note: Plans are usually drawn up by an architect or draftsperson, however you may feel comfortable to prepare the plan yourself.
Shadow Diagrams – 3 Copies

You need to submit with your application three (3) Shadow Diagrams.

A Shadow Diagram is a clear drawing that shows where shadows will occur on a site at certain times of the day. It is drawn as if looking down from above the site.

Shadow Diagrams allow Council to assess the potential overshadowing impacts of the proposed works on the private outdoor areas of neighbouring properties.

Shadow Diagrams must show the impact of the proposed buildings and any other structures on the site (including shadows cast by boundary fences and buildings on abutting sites) at the September Equinox at:

> 9.00am
> 12.00pm (noon)
> 3.00pm.

An equinox is the day when the sun is directly over the equator at noon, and usually falls on 22 September.

The Shadow Diagrams should clearly differentiate between existing shadows and new shadows.

The Shadow Diagrams must be to scale and must show the whole of all adjoining properties (as shown above) to allow Council to calculate the percentage of overshadowing on their private outdoor areas.

Colours, materials, finishes and other specifications

Please provide details of the colours, materials, finishes and other specifications of the proposed extension or construction. 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/requirements you may need to consider

If you obtain a permit from Council to build or extend your home, before you commence, you also need:

> Building permit – for any construction works.
> Road/footpath occupancy permit – if you need to block the road/footpath in order to carry out works.

Further information

If you need more information about planning in Yarra you can:

Visit our website
www.yarracity.vic.gov.au/planning

Telephone
9205 5373
Monday to Friday, 8.30am–5pm

Visit the Statutory Planning counter at Richmond Town Hall
333 Bridge Road, Richmond
Monday to Friday, 8.30am–5pm

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.

For more information call 9205 5555 or visit www.yarracity.vic.gov.au