

Car parking

Planning guide and checklist



This guide describes what information you need to provide to Council when applying for a planning permit to reduce the car parking requirements set out in the Yarra Planning Scheme.

If you are making changes to your property, either:

- > Changing the use of your property (eg. using part of your existing home for business purposes); or
- > Increasing the size of your building or floor area of an existing use

the Yarra Planning Scheme (Clause 52.06) requires that a set number of car parking spaces be provided on-site. Council understands that this may not always be possible, so if you want to *reduce* (including reduce to zero) the number of required car parking spaces, you can apply for a planning permit.

A reduction can be where you provide some, but not all, of the required car parking spaces, or when you can provide no car parking spaces. To find out what car parking requirements apply to your property, you must view the Yarra Planning Scheme at www.dpcd.vic.gov.au/planningschemes

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.

An application for a reduction or waiver of car parking is usually associated with the change of use or expansion of an existing use. If this is the case, please refer to Council's planning guidelines and checklists, or contact Statutory Planning on 9205 5373.

How to apply for a planning permit

To apply for a permit to reduce car parking requirements, 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.

Checklist

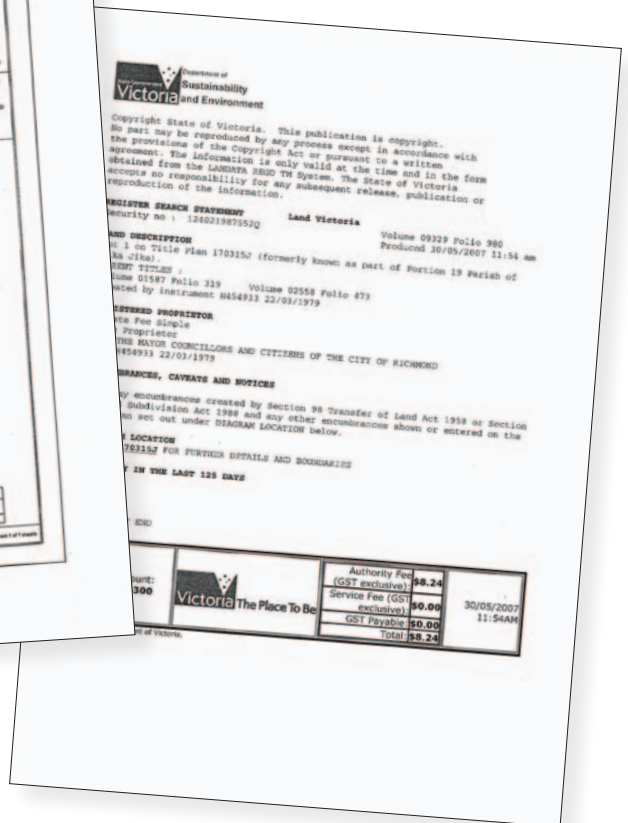
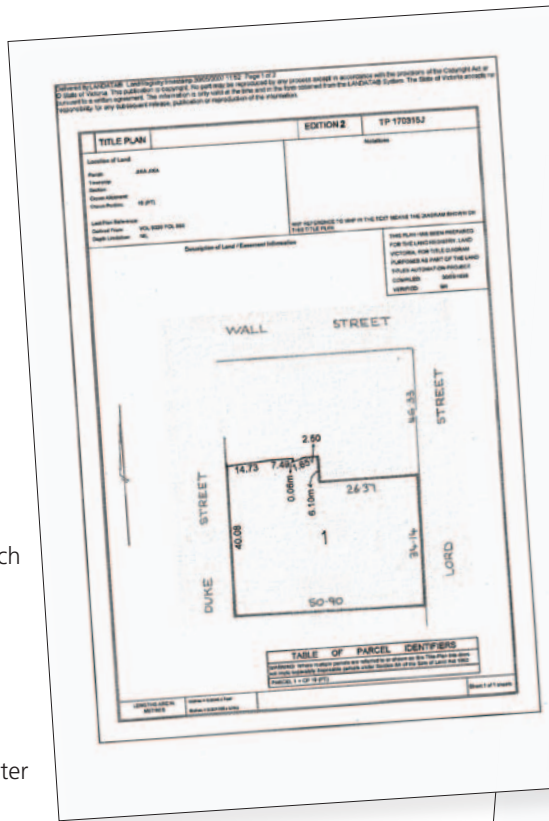
- Completed Application Form
- Fee (credit card, cheque or money order)
- Certificate of Title (obtained or produced within the last 3 months)
- Existing Floor Plan (3 copies)
- Proposed Floor Plan (3 copies)
- Written Submission – against Clause 52.06 of the Yarra Planning Scheme (1 copy)

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 above).

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

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 9, 570 Bourke Street
Melbourne
Telephone 8636 2831

or

> **Order online:**
www.land.vic.gov.au

Existing Floor Plan – 3 copies

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

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

The *Existing Floor Plan* must be drawn to scale and show:

- > The location and layout of all existing buildings on the site
- > The current purpose for which the site is being used
- > Any existing car parking on the site and access points
- > Location and description of any on-street and off-street public car parking spaces (see example above).

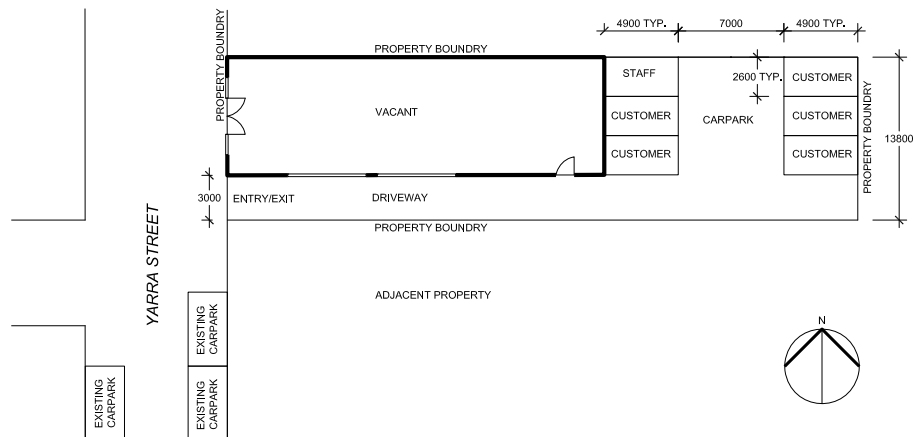
Proposed Floor Plan – 3 copies

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 use/building/works and other structures on the site. It is drawn as if looking down from above the site.

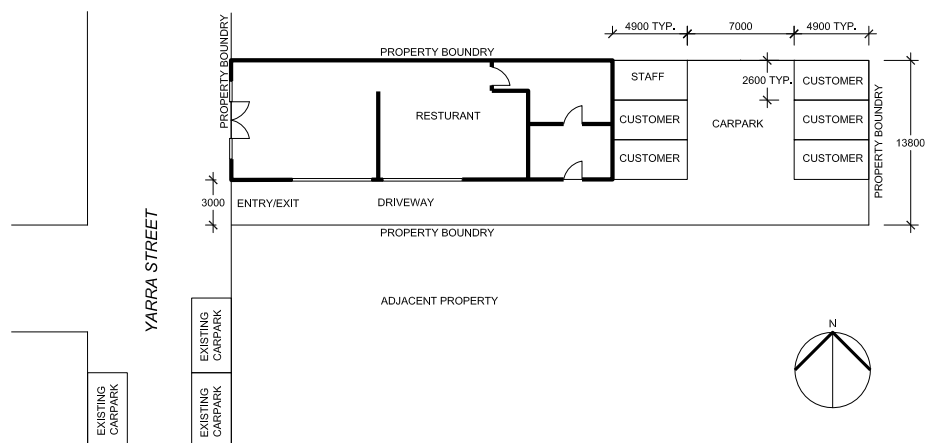
The *Proposed Floor Plan* must be drawn to scale and show:

- > The location and layout of any proposed new buildings on the site
- > The purpose for which the site is proposed to be used.



Existing Floor Plan

An *Existing Floor Plan* is a clear drawing that shows the whole site, including all 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.

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

- > Location and description of any on-street and off-street public car parking spaces
- > The distance to nearby public transport
- > The allocation of all car parking spaces on the site and access points (e.g. staff car parking space or customer car parking space).

Clause 52.06 Assessment – 1 copy

Council will assess an application to reduce (including reduced to zero) a car parking requirement against the “decision guidelines” listed in Clause 52.06-6 of the Yarra Planning Scheme. You must provide a written statement justifying your proposal against these decision guidelines.

The decision guidelines include:

- > The car parking demand likely to be generated by the use
- > Multi-purpose trips within an area
- > The variation of car parking demand over time

- > The short-stay and long-stay car parking demand
- > The availability of public transport in the locality
- > The convenience of pedestrian and cyclist access to the site
- > The provision of bicycle parking and end of trip facilities for cyclists
- > The anticipated car ownership rates of likely or proposed occupants (residents or employees)
- > An empirical assessment of car parking demand (where significant reductions or waivers are required, the above will need to be provided by a qualified traffic and parking engineer).

A copy of the Yarra Planning Scheme, including Clause 52.06 can be viewed or downloaded from www.planningschemes.dpcd.vic.gov.au

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 INFORMATION IN YOUR LANGUAGE ABOUT THIS DOCUMENT OR ABOUT COUNCIL, PLEASE CALL 9280 1940 AND QUOTE THE REF NUMBER BELOW.

ARABIC

للمعلومات باللغة العربية، حول هذا المستند أو عن المجلس البلدي، نرجو الإتصال هاتفيا على الرقم 9280 1930 وأذكر رقم المرجع REF المذكور أدناه.

CANTONESE

欲知有關本文檔或議會的粵語版本資訊，請致電9280 1932並報上下列REF號碼。

GREEK

ΓΙΑ ΠΛΗΡΟΦΟΡΙΕΣ ΣΤΑ ΕΛΛΗΝΙΚΑ ΣΧΕΤΙΚΕΣ ΜΕ ΑΥΤΟ ΤΟ ΈΓΓΡΑΦΟ Ή ΤΗ ΔΗΜΑΡΧΙΑ, ΠΑΡΑΚΑΛΟΥΜΕ ΚΑΛΕΣΤΕ ΤΟ 9280 1934 ΚΑΙ ΑΝΑΦΕΡΕΤΕ ΤΟΝ ΑΡΙΘΜΟ REF ΠΑΡΑΚΑΤΩ.

ITALIAN

PER AVERE INFORMAZIONI IN ITALIANO SU QUESTO DOCUMENTO O SUL COMUNE, SI PREGA CHIAMARE IL NUMERO 9280 1931 E CITARE IL NUMERO DI RIFERIMENTO (REF NUMBER) SOTTOINDICATO.

MANDARIN

欲知有关本文档或议会的普通话版本信息，请致电9280 1937并报上下列REF号码。

SPANISH

PARA INFORMACIÓN EN CASTELLANO SOBRE ESTE DOCUMENTO O SOBRE EL AYUNTAMIENTO, LLAME AL 9280 1935 Y CITE EL NÚMERO DE REF DE MÁS ADELANTE.

VIETNAMESE

ĐỂ BIẾT THÔNG TIN BẰNG TIẾNG VIỆT VỀ TÀI LIỆU NÀY HAY VỀ HỘI ĐỒNG, XIN HÃY GỌI SỐ 9280 1939 VÀ NÊU SỐ REF DƯỚI ĐÂY.