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 (e.g., 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.

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

- **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.

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

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

For more information call 9205 5555 or visit www.yarracity.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.

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