

# Change of use

## Planning guide and checklist



This guide describes what information you need to provide to Council when applying for a planning permit to change how you would like to use your land and/or buildings on that land.

All land has a zoning that is prescribed in the Yarra Planning Scheme, such as Residential 1 Zone or Business 1 Zone. This zoning specifies uses that are permitted in that area without the need for a planning permit, uses that are prohibited in that area, and uses that may be permitted in that area but require a planning permit.

To find out what zoning applies to your property and what uses are allowed, please visit [www.dpcd.vic.gov.au/planningschemes/yarra/home.html](http://www.dpcd.vic.gov.au/planningschemes/yarra/home.html), contact Council on 9205 5555 or visit the Statutory Planning counter at the Richmond Town Hall.

Council requires certain information in order to properly assess your application to change the use of your property 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.

**Please note:** When you change the use of a property, Clause 52.06 of the Yarra Planning Scheme sets out a specific number of car spaces that must be provided. However, Council understands that this may not always be possible, so if you want to reduce the number of required car parking spaces, you can apply for a planning permit. Please refer to Council's guide on "Car Parking".

Similarly, if your change of use proposal includes conducting building works to your property, you will also need a permit for building and works. For more information please refer to Council's guide on 'Minor Buildings or Works'.

### How to apply for a planning permit

To apply for a permit to change the use of your property, 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](http://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').

### Checklist

- Completed Application Form
- Fee (credit card, cheque or money order)
- Certificate of Title (obtained or produced within the last 3 months)
- Site Analysis Plan (3 copies)
- Existing Floor Plan (3 copies)
- Proposed Floor Plan (3 copies)
- Written Submission (1 copy)

**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?

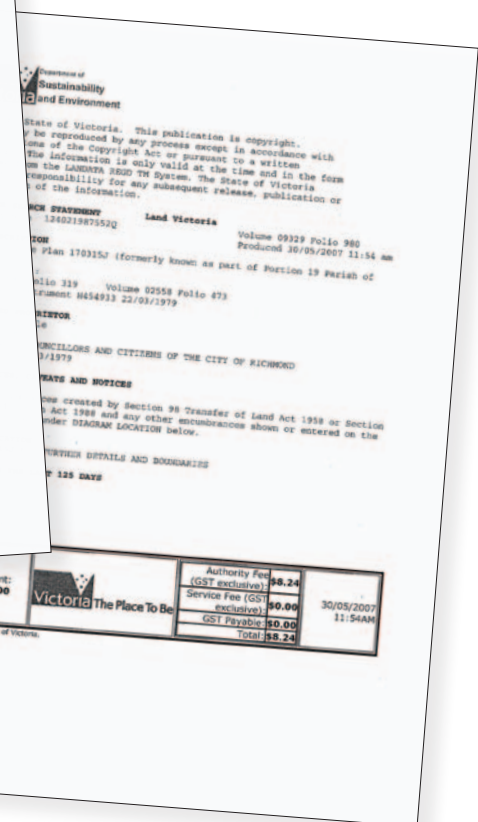
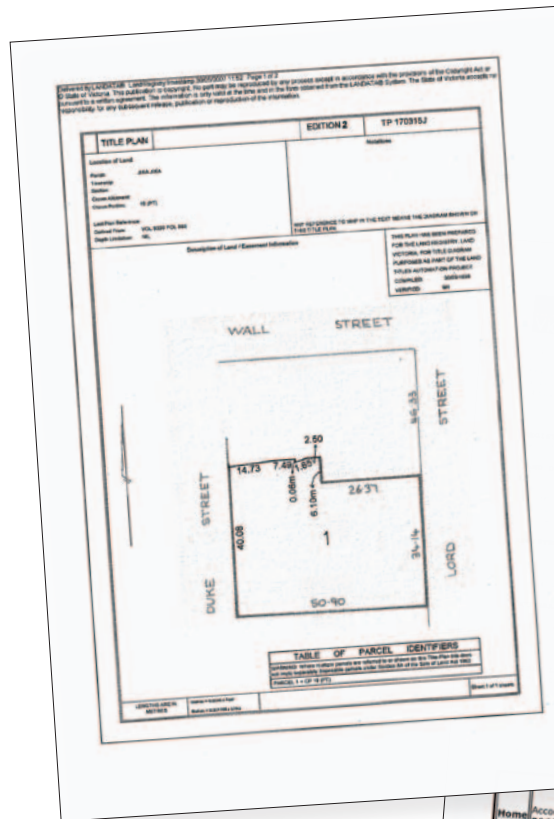
### Certificate of Title – 1 copy

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 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.



### 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.

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](http://www.land.vic.gov.au)

### Site Analysis Plan – 3 copies

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

A *Site Analysis Plan* is a clear drawing that shows your site and all bordering sites, including the location of buildings and their uses. It is drawn as if looking down from above the site.

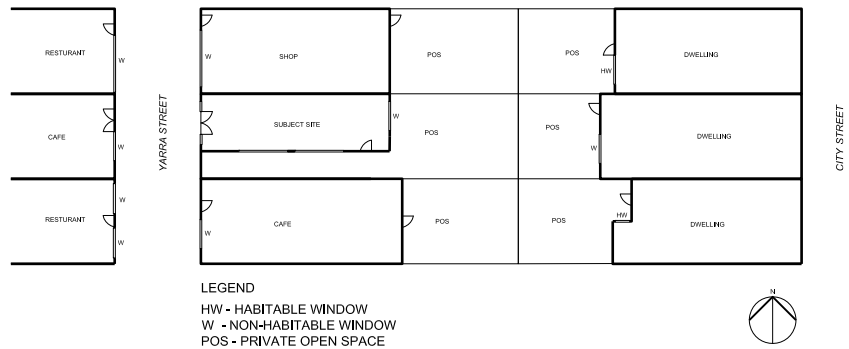
The *Site Analysis Plan* must be drawn to scale and show:

- > The location and layout of the existing building(s) on the site, including the location of all external windows and doors
- > The location and layout of the existing building(s) on adjoining properties, including the location of all external windows, doors and outdoor areas
- > How close the site is to residential properties, including details of doors, windows and outdoor areas on all residential properties within 9 metres from the site
- > The current use(s) of all areas of the site
- > Any existing car parking (see example above).

### Proposed Floor Plan – 3 copies

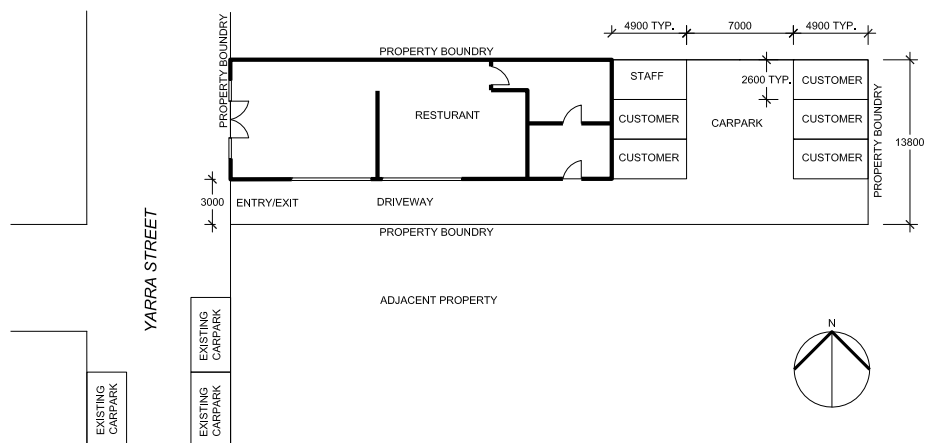
You need to submit with your application three (3) copies of the *Proposed Floor Plan*.

A *Proposed Floor Plan* is a clear drawing that shows the location of the proposed building/works and other structures on the site. It is drawn as if looking down from above the site.



### Site Analysis Plan

A *Site Analysis Plan* is a clear drawing that shows your site and all bordering sites, including the location of buildings and their uses.



### 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.

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

- > The proposed use(s) of all areas of the site
- > The location and layout of the proposed building(s) on the site

(the same as existing if there is no development or changes proposed)

- > The location of all car parking (if any), including dimensions of all car parking spaces (see above example).

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

## Written Submission – 1 copy

Council requires that you provide a written submission that justifies your proposal. It should contain as much information as possible, and will vary from case to case, however as a minimum it should address the below list of items:

- > Details of how you would like to use the land and the types of activities which will be carried out
- > Proposed hours of operation
- > Maximum number of staff at any one time
- > Maximum number of patrons/customers at any one time

Health and Safety (Major Hazard Facilities) Regulations 2000 is required, a licence under the Dangerous Goods Act 1995 is required, or a fire protection quantity under the Dangerous Goods (Storage and Handling) Regulations 2000 is exceeded

- > The likely effects on adjoining land, including air-borne emissions and emissions to land and water.

Some of these elements will not be relevant to your application. However, to ensure that your application can be processed quickly and efficiently, it is important that you provide as much information as possible.

Council requires that you provide a written submission that justifies your proposal.

- > The number of car parking spaces allocated to the proposed use (if any)
  - > The likely effects, if any, on adjoining land, including noise levels, traffic, the hours of delivery and despatch of goods and materials, hours of operation and light spill, solar access and glare
  - > How land not required for use will be maintained
  - > The type and quantity of materials and goods to be stored, processed, produced or delivered
- If an industry or warehouse:
- > The type and quantity of goods to be stored, processed, produced or delivered
  - > If a Works Approval or Waste Discharge Licence is required from the Environment Protection Authority
  - > If a notification under the Occupational

## Other permits/ regulations you may need to consider

If you obtain a planning permit from Council to change the use of your property, before you commence, you may also need a:

- > Building permit – if any structural re-modelling is required, or the 'class' or category/type of the building use/ occupancy changes.

## Businesses may also need:

- > Health permit – depending on the type of use (eg. Hairdressing salon, hotel).
- > Footpath Trading License – if you wish to place anything on the footpath such as tables and chairs, umbrellas or signs (the planning permit does not include the footpath).
- > Food Safety registration – if you plan to serve or sell food.

## Further information

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

### Visit our website

[www.yarracity.vic.gov.au/planning](http://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.