Fences
Residential planning guide and checklist

This guide describes what information you need to provide to Council when applying for a planning permit to construct a fence.

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 construct a side or rear fence, 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
     PO Box 168
     Richmond VIC 3121
   or
   > In Person:
     Statutory Planning counter
     City of Yarra
     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.

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.
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 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 the fence. It is also helpful to provide some context to the application by including photographs of the area surrounding the proposed location of the fence.
Proposed Demolition Plan

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 location of the fence 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 fence being demolished
> The land’s orientation to north (see example above).

Proposed Site Plan – 3 copies

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

A Proposed Site Plan (see example above) is a clear drawing that shows the location of the proposed fence 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 location of the proposed fence
> The length and height of the proposed fence
> The land’s orientation to north (see example above).

Proposed Elevation Plan – 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 fence and other structures on the site. It is drawn as if looking from the front or side to show the height.

The plan must be drawn to scale and clearly show:
> The height of fence (picket and post heights)
> The overall width of the fence
> The height and width of any gates

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

> The location of any gates (i.e. distance from each boundary)
> Picket and post width
> Plinth height (if applicable)
> Transparency of the gate (i.e. 50 percent transparent)
> Orientation (e.g. north elevation)
> Any other relevant details (see example above).

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

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

Colours, materials, finishes and other specifications

Please provide details of the colours, materials, finishes and other specifications of the proposed fence. 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/ regulations you may need to consider

If you obtain a permit from Council to build a fence, before you commence, you may also need to consider:

> Building permit – to put up the fence, depending on the size of the fence
> Road/footpath occupancy permit – if you need to block the road/footpath in order to build the fence.

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.

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