Painting
Planning guide and checklist

This guide describes what information you need to provide to Council when applying for a planning permit to paint your property.

A planning permit is required to paint the outside of a building if the site is located within a heritage overlay and:

> It is identified as a property where external paint controls apply
> It is currently unpainted, or
> The painting forms part of an advertisement.

If you are unsure if you need a planning permit for painting simply call Statutory Planning on 9205 5373.

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.

If painting is just one component of other changes you propose to your building, it is highly likely that the other changes will require planning approval also. If so, please refer to Council’s other planning guidelines and checklists.

How to apply for a planning permit

To apply for a permit to paint a building, 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

   or

   > In person: Statutory Planning counter
               Richmond Town Hall
               333 Bridge Road
               Richmond

Checklist

- Completed Application Form
- Fee (credit card, cheque or money order)
- Certificate of Title (obtained or produced within the last 3 months)
- Photographs or Proposed Elevation Plans (3 copies)
- Written assessment against relevant local policy (1 copy)
- Colour samples
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.

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

or

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

For more information call 9205 5555 or visit www.yarracity.vic.gov.au
Photographs
Photographs help Council to understand the existing conditions of the land, building and the surrounding area.

Please provide at least one photograph that shows where you would like to paint. It is also helpful to provide some context to the application by including photographs of the area surrounding that which you would like to paint.

Proposed Elevation Plan – 3 copies
You need to submit with your application three (3) copies of the Proposed Elevation Plan, or clear photos.

A Proposed Elevation Plan is a clear drawing that shows the height and location of the proposed building to paint and other structures on the site. It is drawn as if looking from the front or side to show the height.

You may need to provide more than one elevation, depending on the extent of painting works.

The plan must be drawn to scale and clearly show:

> The proposed paint scheme and where each colour applies
> The land’s orientation to the north (see example overleaf).

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. 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.

Colour samples
Provide details of the colours of the proposed painting works, including samples. This information can be included on the Proposed Elevation Plan or can simply be provided on a separate sheet.

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

Other permits/regulations you may need to consider
If you obtain a permit from Council to paint your property, before you commence, you may also need to consider:

- Road/footpath occupancy permit – if you need to block the road/footpath in order to undertake painting 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