

# 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](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').
- 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

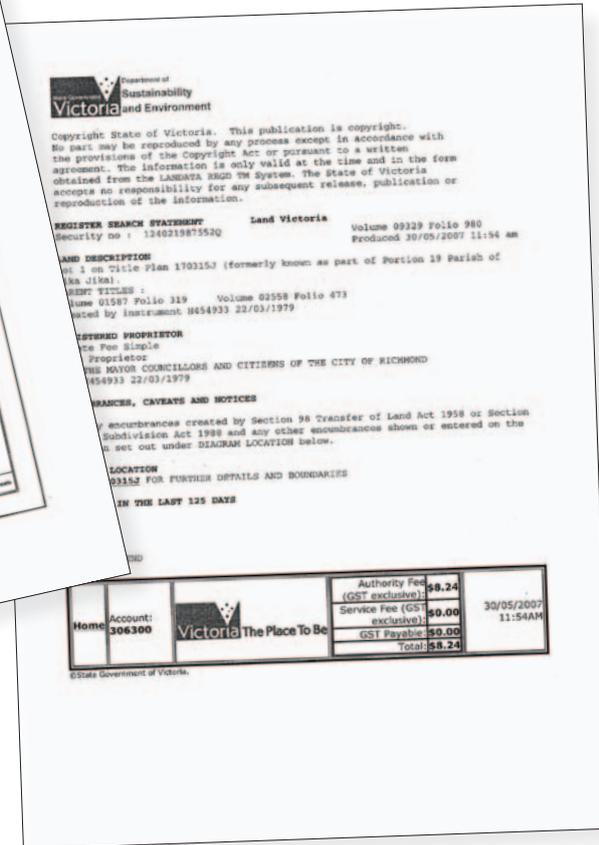
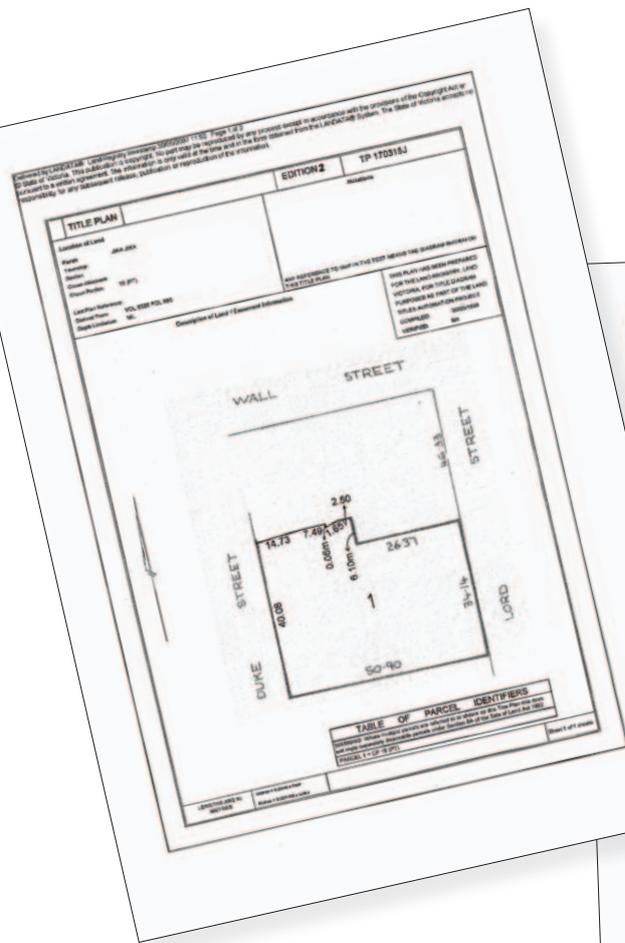
##### > In person:

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

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## 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](http://www.land.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.

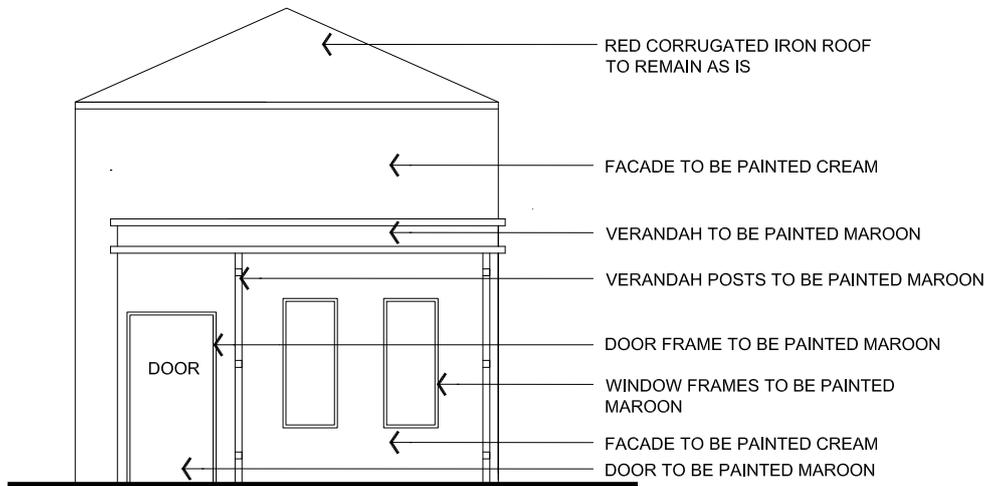
The plan must be drawn to scale and clearly show:

- > 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:

**North elevation**



**Proposed Elevation Plan**

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.

> 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](http://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 drafts person, 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](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 هاتفياً على الرقم 9280 1930 وأنكر 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 ΕΓΓΡΑΦΟ Η 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**

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**SPANISH**

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**VIETNAMESE**

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