This guide describes what information you need to provide to Council when applying for a planning permit for minor building and works, such as external fixtures, outbuildings, windows and pergolas.

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 conduct minor building and works to your home, 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
   - **In person:** Statutory Planning counter
     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.
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.

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

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 carry out the works. It is also helpful to provide some context to the application by including photographs of the surrounding area.

Proposed Demolition Plan/Elevations – 3 copies

You need to submit with your application three (3) copies of the Proposed Demolition Plan/Elevations.
Proposed Demolition Plan
The Proposed Demolition Plan is a clear drawing that shows the area that is being demolished and other structures on the site.

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.

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

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

Note: Plans are usually drawn up by an architect or draftsperson, however you may feel comfortable to prepare the plan yourself.
A Proposed Elevation Plan is a clear drawing that shows the height and location of the proposed building/works and other structures on the site.

The plan must be drawn to scale and must clearly show:

- The dimensions of the proposed buildings and works
- The height of the proposed buildings and works above the natural ground level of the land
- The orientation of the elevation (see above example).

Written assessment – 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.
- If your property is less than 500m² in size, an assessment against Clause 54 or 55 of the Yarra Planning Scheme is required.

Other permits/ regulations you may need to consider

If you obtain a planning permit from Council to carry out minor building and works, before you commence, you may also need:

- Building permit – for any construction works.
- Road/footpath occupancy permit – if you need to block the road/footpath in order to carry out works.

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.

Colours, materials, finishes and other specifications

Please provide details of the colours, materials, finishes and other specifications of the proposed building or works. 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.

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