Helping you understand your planning needs

Solar panels on residential buildings
Planning guide and checklist

This guide describes what information you need to provide to Council when applying for a planning permit to install solar panels on your house.

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 install solar panels, 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. Refer to the Fee Schedule to determine what fee you need to pay to lodge your application. The Fee Schedule is also available at our Statutory Planning counter or on Council’s website (www.yarracity.vic.gov.au/planning).

Please note: The fee can only be paid by cheque or money order and must be made payable to the ‘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 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 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 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 10, 570 Bourke Street  
  Melbourne  
  Telephone 8636 2456  
  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 Site Plan

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

A Proposed Site Plan is a clear drawing that shows the location of the proposed solar panel/s and other structures on the site. It is drawn as if looking down from above the site.

The plan should be drawn to scale and clearly show:

> The distance of the proposed solar panel/s from the boundaries of the land
> 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 solar panel/s and other structures on the site. It is drawn as if looking from the front, sides or rear.

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

> The dimensions of the proposed solar panel/s
> The height of the proposed solar panel/s above the natural ground level of the land and above the roof
> The orientation of the elevation (see above example).

Note: Plans are usually drawn up by an architect or draftsperson, however you may feel comfortable to prepare the plan yourself, provided they are to scale.
Colours, materials, and other specifications

Please provide details of the colours, materials, and other specifications of the proposed solar panel/s. This information can be included on the Proposed Elevation Plan in the form of notations. You are encouraged to include product brochures.

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.

For more information, please contact Council on 9205 5555.

Further information

If you need more information about applying for a planning permit you can:

Visit our website
> www.yarracity.vic.gov.au/planning

Telephone
> 9205 5373 (between 8.30am and 5.00pm, Monday to Friday)

Visit the Statutory Planning counter
> Richmond Town Hall
333 Bridge Road, Richmond
Monday to Friday
8.30am to 5.00pm

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.