

# Subdivision

## Planning guide and checklist



This guide describes what information you need to provide to Council when applying for a planning permit to subdivide land and also assists in applying for Certification of a Plan of Subdivision.

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 subdivide, simply follow these five 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. Complete a *Surveyor's Form 1 (if applying for Certification)* – 1 copy.** Complete a Surveyor's "Form 1" if making an application for Certification. This form is prescribed by the Subdivision (Procedures) Regulations 2000 No. 101. To obtain a copy, you may need to contact a Licensed Land Surveyor, who will prepare all documentation on your behalf, including Form 1.
- 3. 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.

If you are applying for Certification, please also provide the appropriate fee. The two fees should be combined.

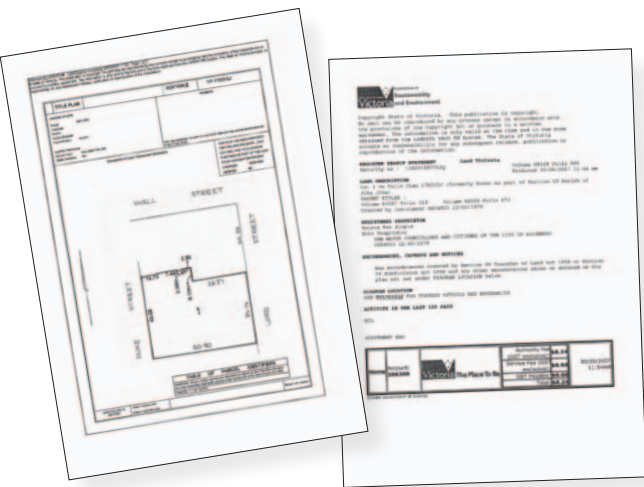
**Please note:** The fee can be paid by credit card, cheque or money order (made payable to 'City of Yarra').

- 4. Prepare your application,** making sure to include all the information described in this guide, such as plans and a written submission.
  - 5. 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
- 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.

### Checklist

- Completed Application Form
- Completed Surveyor's Form 1 (if applying for Certification)
- Fee (credit card, cheque or money order)
- Certificate of Title (obtained or produced within the last 3 months)
- Written Submission (1 copy)
- Plan of Subdivision (12 copies in A4 format)

NOTE: if applying for both a Planning Permit and Certification, both fees should be combined.



### 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.

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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)

### Written submission – 1 copy

An application must be accompanied by a written submission, and must include the following information:

- > If the application is linked to an existing development permit or application, please provide Council's reference number (e.g. PL07/0000), if known
- > If the application is NOT linked to a development permit or application, please provide a written statement explaining the purpose of the application. (If you are proposing a residential subdivision that is not linked to a development permit you may also need to supply a written assessment against the subdivision pursuant to Clause 56 of the Yarra Planning Scheme)
- > Description of the existing use of the land
- > If claiming existing use rights, proof of such use (please refer to Council's Fact Sheet "Existing Use Rights")
- > If linked to a development permit, advise as to the present stage of construction (photographs encouraged).

### Plan of Subdivision – 12 copies

A Plan of Subdivision shows the divisions of a piece of land into separate lots, or which re-aligns the boundary of existing lots.

The plans must be provided in A4 format, and Council requires 12 copies (due to various referral requirements).

### 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

المعلومات 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

欲知有关本文档或议会的普通话版本信息，请致电9280 1937并报上下列REF号码。

#### SPANISH

PARA INFORMACIÓN EN CASTELLANO SOBRE ESTE DOCUMENTO O SOBRE EL AYUNTAMIENTO, LLAME AL 9280 1935 Y CITE EL NÚMERO DE REF DE MÁS ADELANTE.

#### VIETNAMESE

ĐỂ BIẾT THÔNG TIN BẰNG TIẾNG VIỆT VỀ TÀI LIỆU NÀY HAY VỀ HỘI ĐỒNG, XIN HÃY GỌI SỐ 9280 1939 VÀ NÊU SỐ REF DƯỚI ĐÂY.