

Buildings and Works for Commercial or Industrial Buildings

yarracity.vic.gov.au



Most buildings and works for commercial or industrial buildings will require a planning permit.

Do you need a planning permit for 'Buildings and Works'?

'Buildings and works' refers to when alterations are made to a site. This may include increasing the floor area e.g. extension to the rear of an existing shop building/warehouse (including constructing a mezzanine level internally, changes to the façade or external walls, as well as changes to the natural ground level or other structures.

Depending on the properties zone and types of works will determine whether a planning permit is required. To check this visit **Vicplan** and search the affected property address.

Some overlays (e.g. Heritage and sites in flood prone areas affected by a Special Building Overlay) also trigger the need for a planning permit.

How to apply for a planning permit

To apply for a permit to construct and display an advertising sign, simply follow these four steps:

1. **Check the applicable fee** To determine what fee you need to pay to lodge your application, please view the fee schedule on **our website** or contact Statutory Planning on 9205 5373.
2. **Prepare your application** Make sure to include all the information described in this guide, such as plans and a written submission. Some applications are also eligible for our **pre-application service** where you can get feedback on application requirements for your proposal.
3. Lodge your completed application on **Council's website**.

- Cover letter – explaining your proposal and listing all modifications and alterations proposed including why the changes are proposed.
- Certificate of Title including any Section 173 agreements and covenants (obtained within the last three months)
- Fee (invoice will be sent after lodgement)
- A full set of plans*
- External colours, materials, finishes schedule.
- Photographs of the subject site and surrounds.

*A full set of plans must include a plan drawn to scale which shows:

- Site Plan.
- Existing and Proposed Floor Plans.
- The title boundaries of the site.
- Adjoining roads.
- The layout of existing and proposed buildings and works.
- All driveway, car parking and loading areas.
- All external storage and waste treatment areas.
- The location, height and purpose of buildings and works on adjoining land.
- Relevant Natural Ground Levels (NGL).
- Elevation drawings to scale showing the colour and materials of all buildings and works.
- Signage plans (if signage is proposed). Refer to our checklist for specific requirements.

What information should be included with your application?

Cover letter

You will need to provide a detailed cover letter outlining the proposed works including:

- The current use of the land.
- The relationship between the proposed works and adjoining residential areas.
- Provision of car parking.
- Where rubbish, recycling, and other waste is stored and how it is collected.
- The availability of and connection to services and stormwater discharge.
- A written response against any relevant State and Local Planning Policies demonstrating how the proposal satisfies the purpose, objectives and decision guidelines.
- A written response against the relevant zone and/or overlay demonstrating how the proposal satisfies the purpose, objectives and decision guidelines.



Johnston Street, Collingwood

Example title plan

TITLE PLAN		EDITION 1	TP966034F										
LOCATION OF LAND PARISH: JKA, JKA TOWNSHIP: - SECTION: 35 (P1) CROWN ALLOTMENT: - CROWN PORTION: - LAST PLAN REFERENCE: - DERIVED FROM: - DEPTH LIMITATION: NIL		NOTATIONS WARNING AS TO DIMENSIONS: ANY DIMENSION AND CONNECTING DISTANCE SHOWN IS BASED ON THE DESCRIPTION OF THE LAND CONTAINED IN THE GENERAL LAW TITLE AND IS NOT BASED ON SURVEY INFORMATION WHICH HAS BEEN INVESTIGATED BY THE REGISTER OF TITLES.											
EASEMENT INFORMATION E - ENCUMBRING EASEMENT; R - ENCUMBRING EASEMENT (R/O); A - APPURTENANT EASEMENT.													
<table border="1"> <thead> <tr> <th>Easement Reference</th> <th>Purpose / Authority</th> <th>Width (Metres)</th> <th>Origin</th> <th>Land benefited / in favour of</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Easement Reference	Purpose / Authority	Width (Metres)	Origin	Land benefited / in favour of						THIS PLAN HAS BEEN PREPARED BY LAND VICTORIA FOR TITLE DIAGRAM PURPOSES Checked by: AJC Date: 09/08/2018 Assistant Registrar of Titles	
Easement Reference	Purpose / Authority	Width (Metres)	Origin	Land benefited / in favour of									
LENGTHS ARE IN METRES		SCALE	DEALING / FILE No: AP141852P GOVERNMENT GAZETTE No.										

This section states when this document was produced and must be within the last 3 months from the date of lodgement of your application with Council.

This section states your lot number and would be accompanied by the title of plan which would show your lot boundaries and any easements.

Page 1 of 1

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958
 VOLUME 61204 POLIO 620

LAND DESCRIPTION
 Lot 15 on Plan of Subdivision 522946A.
 PARENT TITLES :
 Volume 08617 Polio 218 Volume 09089 Polio 203
 Created by instrument PS522946A 23/04/2007

REGISTERED PROPRIETOR
 Estate Fee Simple
 Joint Proprietors
 MITCHELL STEVEN CITIZEN
 CARMEN LEE CITIZEN both of 39 FLINDERS DRIVE CASEYTOWN VIC 9420
 AN735367M 06/03/2015

ENCUMBRANCES, CAVEATS AND NOTICES
 MORTGAGE AN735368K 06/03/2015
 BIG BANK LTD
 COVENANT AN383660X 25/09/2014

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

AGREEMENT Section 173 Planning and Environment Act 1987
 AD753553H 18/07/2005

DIAGRAM LOCATION
 SEE PS522946A FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NUMBER	TRANSFER	STATUS	DATE
AN735367M	TRANSFER	Registered	06/03/2015
AN735368K	MORTGAGE	Registered	06/03/2015

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)
 Street Address: 2 MUNRO COURT BIRDWOOD VIC 9423
 DOCUMENT END

Security no : 524054339613G
 Produced 06/03/2015 11:55 am

This section states who the owner of the property is.

If your property has any covenants (restrictions/ instrument) on title it would be listed here along with the date it was registered on title. You must provide Council with a copy of any Covenant (Instrument)

If your property has any legal agreements (instrument) on title, it would be listed here along with the date it was registered. You must provide Council with a copy of any agreements as outlined here.

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 **view our guide** on how to order a copy.

Photographs

Photographs help Council to understand the existing conditions of the land and the surrounding area.

Please provide photographs of your site. This may include the facade, side elevations and the rear if works are proposed there.

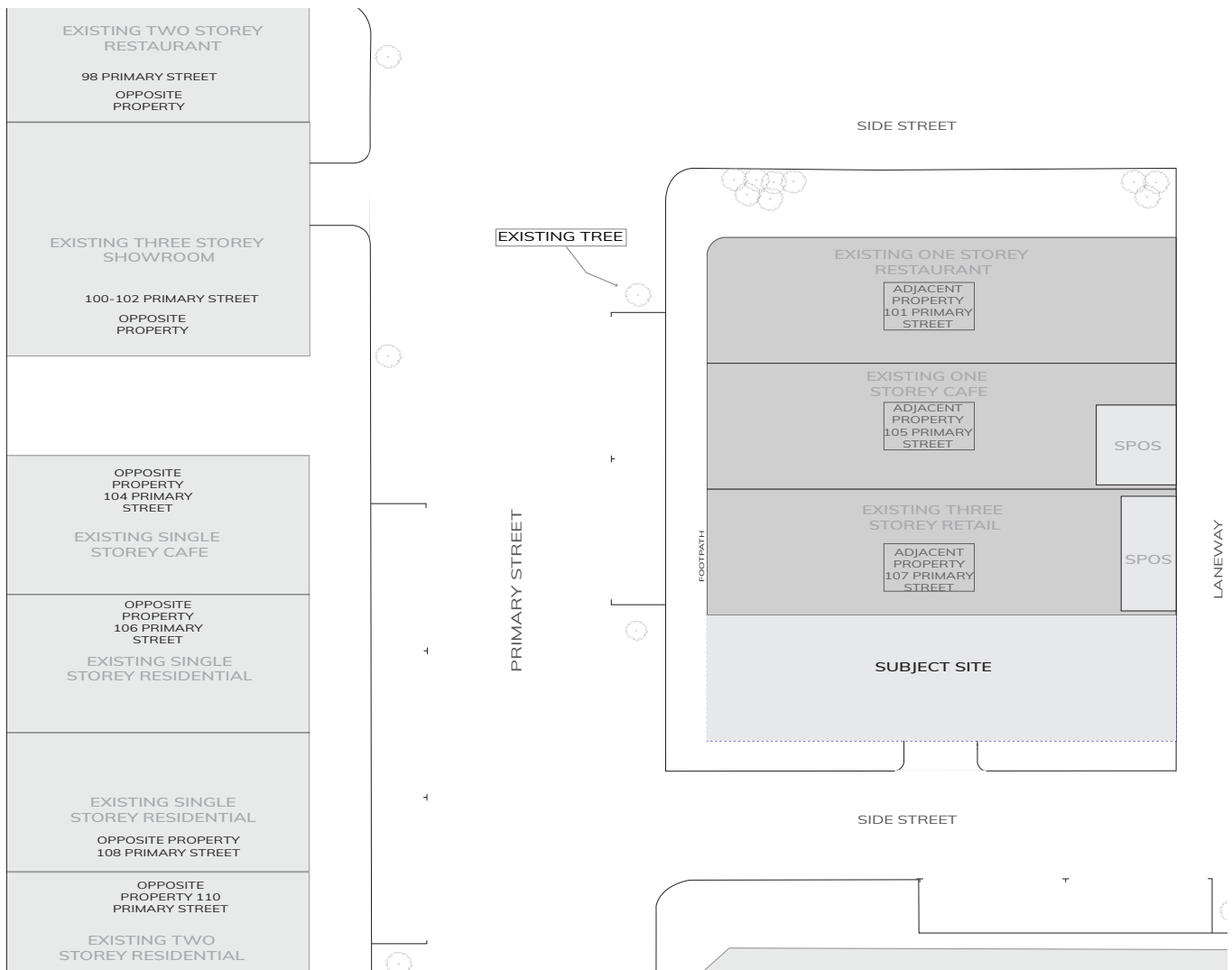
Site Analysis Plan

A Site Analysis Plan is a clear drawing that shows your site and all bordering sites, including the location of buildings and their uses. It is drawn as if looking down from above the site.

The Site Analysis Plan must be drawn to scale and show:

- The location and layout of the existing building(s) on the site, including the location of all external windows and doors

- The location and layout of all adjoining properties including external windows, doors and outdoor areas'
- How close the site is to residential properties, including details of doors, windows and outdoor areas on all residential properties within 9 metres from the site
- The current use(s) of all areas of the site
- Any existing car parking (see example).



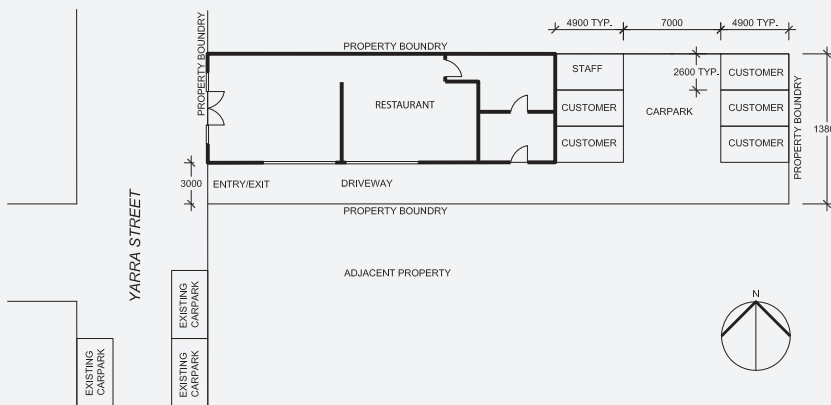
Proposed Floor Plan

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

The Proposed Floor Plan must be drawn to scale and show:

- The proposed use(s) of all areas of the site

- The location and layout of the proposed building(s) on the site (the same as existing if there is no development or changes proposed)
- The location of all car parking (if any), including dimensions of all car parking spaces (see example).
- The location of all proposed bicycle parking (if any).
- The location of waste storage within the site and collection within or outside the site.



NOTE if any demolition is proposed, please provide a separate 'demolition plan'

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



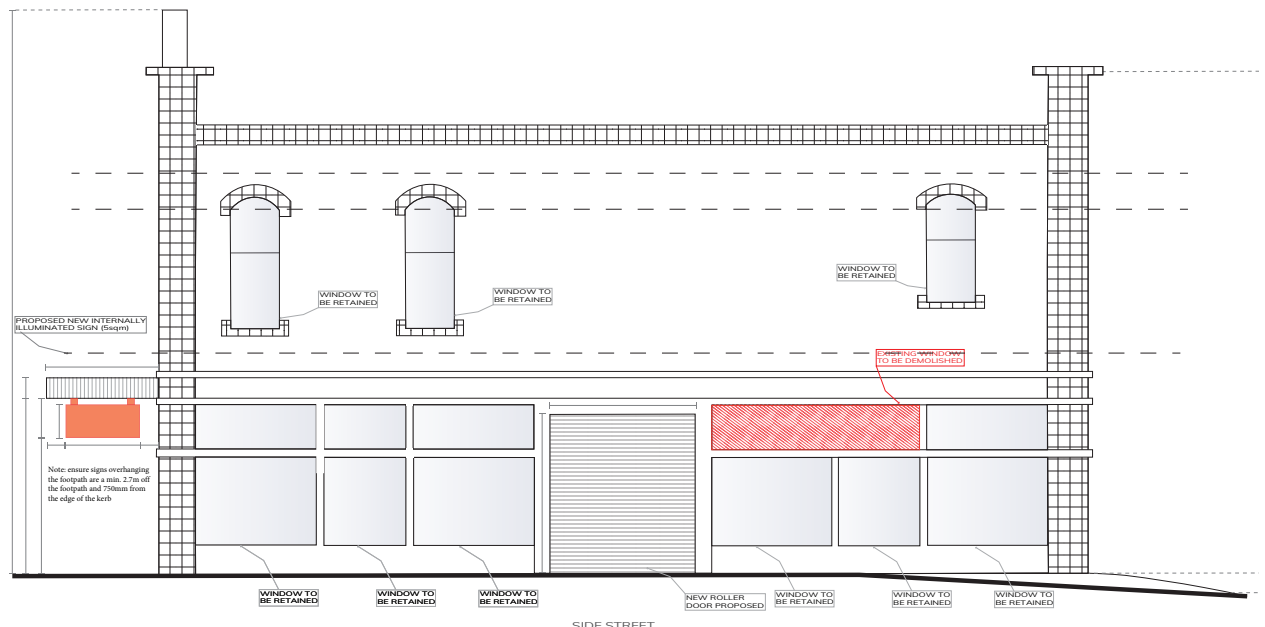
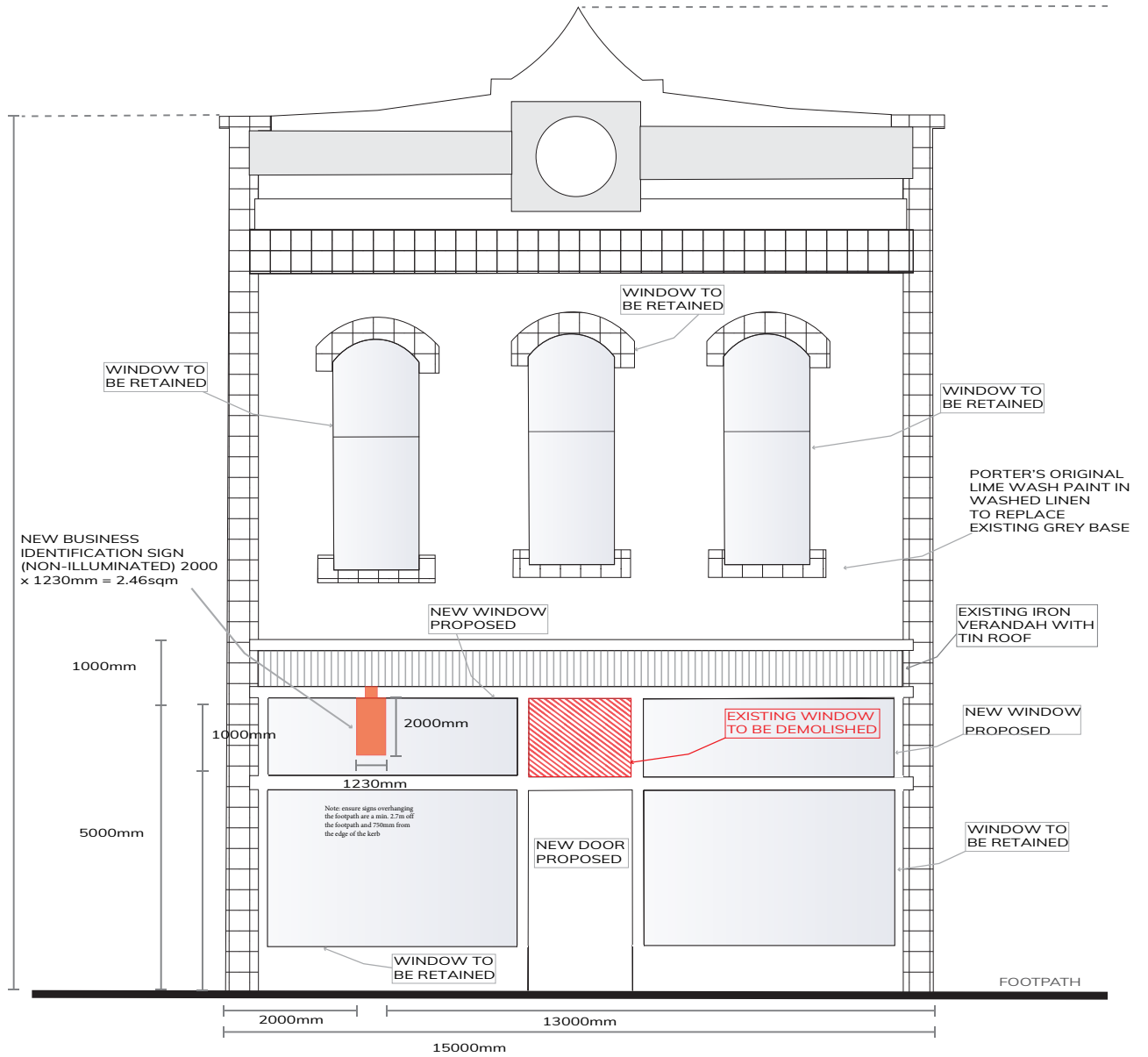
You need to submit a Proposed Elevation Plan with your application.

An Elevation Plan is a clear drawing that shows the height and location of the existing and proposed works and other structures on the site. It is drawn as if looking from the front or side to show the height. The plan must be drawn to scale and clearly show:

- Overall maximum building height.
- Elevation of each side of the existing/proposed building.

- Existing and proposed ground levels.
- Proposed internal floor levels relative to ground levels.
- Roof details.
- Colours, materials and finishes of all external surfaces.
- Dimensions of proposed external doors and windows.

Proposed Elevation Plan example:



Colours, materials, finishes and other specifications

Please provide details of the colours, materials, finishes and other specifications of the proposed advertising sign.

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.



Other permits/regulations you may need to consider

If you obtain a permit from Council to construct and display an advertising sign, before you commence, you may also need to consider:

- Building permit – depending on the size of your signage and how it is to be installed.
- Road/footpath occupancy permit – if you need to block the road/footpath in order to install the sign.
- Footpath Trading License – if you wish to display your advertising sign on the footpath (for example an a-frame sign).

You may also need to provide:

- Plan of Survey from a licensed land surveyor.
- Waste Management Plan.
- Car Parking Demand Assessment by a suitably qualified traffic engineer.
- Proposed landscape areas.

Further information

For more information call 9205 5373 or visit yarracity.vic.gov.au

You can also visit Statutory Planning counter at Richmond Town Hall, 333 Bridge Road, Richmond, Monday to Friday, 8.30am–5pm.

View our **guides and resources**. They cover 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.

National Relay Service TTY 133 677 then (03) 9205 5555

Languages	中文	9280 1937	Italiano	9280 1931	Tiếng Việt	9280 1939	
العربية	9280 1930	Ελληνικά	9280 1934	Español	9280 1935	Other	9280 1940