



PLANNING PERMIT CHECKLIST

Additional Information required when applying for a Planning Permit

- Have you checked the zoning of the property and that your use/dwelling is permissible?
- Have you read and responded to the requirements of ResCode?
- Have you responded to the requirements of the Heritage Overlay where it applies?
- Does your proposal require compliance with the Sustainable Design Policy?
- Have you included the ground floor finished floor levels?

Further Assistance

Qualified Council planners and Building Surveyors are available at all times to assist you.

Prior to lodging an Application for Planning Permit, we encourage you read all of the information provided. For residential development, all Applications must contain a Neighbourhood and Site Description and Design Response. These requirements are described in Clauses 54 & 55 of the Planning Scheme.

Pre-application consultations

A Council Planner, and if requested, Council's Heritage Adviser and Building Surveyor can meet with you for consultation (please have concept plans for discussion). Please call Planning & Building to make an appointment.

Sustainable Design

As part of our Sustainable Design Policy applicants are asked to submit a 'Sustainable Design Statement' that outlines their development's sustainable design initiatives. These are judged against Council's expectations as expressed in the Sustainable Design Scorecard Non-residential (SDS) (non-residential) and STEPS (residential) assessment tools.

More information on these tools and sustainable design assessment at the City of Port Phillip is available on the Council's website:
http://www.portphillip.vic.gov.au/sustainable_design.htm

Or you can contact our Sustainable Design Officer via email at sustainabledesign@portphillip.vic.gov.au, or by contacting ASSIST on 9209 6777.

A Final Point...

In addition, the objectives of Council's Municipal Strategic Statement and local policies need to be met for assessing your application. If you would like more information on these or any other policy please contact us.

For further information or to make an appointment please contact Planning Business Support.

City of Port Phillip Statutory Planning Department

St Kilda Town Hall, 99A Carlisle Street, St Kilda, VIC 3182

Tel: 9209 6424 Fax: 9536 2740

Our enquiries counter is open from 8.30am – 6.00pm Monday & Tuesday to Friday from 8.30am – 5.00pm.

CITY OF PORT PHILLIP PLANNING PERMIT CHECKLIST

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application, the Statutory Planning Department encourages you to arrange an appointment with a planner to discuss your intended proposal.

ALL Applications

If all information is not provided at the time of submission, your application **can not** be lodged.

- Complete Application for Planning Permit form** showing the correct address of the land, an accurate description of your proposal, signed and dated, with a current contact Telephone No.? Is the address you have provided for yourself the address that you would like mail sent to?
- Have you provided a full and current (within 3 months of lodging) copy of certificate of title together with confirmation that the present boundaries are the same as the title boundaries? (*instruction attached*)
- Have you provided at least 3 sets of all required drawings showing the existing and proposed conditions, and their immediate context, including but not limited to: fully dimensioned site plan, floor plan(s), roof plan, and all principle elevations? Do all of these include proposed setbacks, a north arrow (plans only), the scale at particular paper size (i.e. 1:100@A3), **the ground floor finished floor level** and a scale bar?
* **All drawings should be A3 size and unbound, unless otherwise negotiated with Council.**
* **If your development is covered by a Heritage Overlay a demolition plan must also be provided.**
- Have you ensured that all drawings are drawn to scale and that at least one set of drawings is unbound and at A3 size? It is preferred that all other sets of drawings submitted be unbound and at either A3 or A2 size.
- Have you provided 2 unbound copies of Site Analysis and/or Design Response?
- Have you provided 2 unbound sets of fully dimensioned shadow diagrams at A3 size showing shadowing of the existing conditions and proposed development at either the autumn or spring equinox (20 March or 22 September) **at the times of 9am, 11am, 1pm and 3pm?**
- Have you provided a Sustainable Design Statement or has it been determined that you don't need to do so?
- Have you paid the correct application fee, or included with your application the correct fees? (See fee schedule attached to determine your application fee). For most applications the fee is determined by the Cost of the Development. If unsure please contact us.

Residential Applications

2 or more dwellings on a site (*other than moveable dwelling units or high-rise apartments*)

1 dwelling on a lot of less than 500m²

Residential buildings such as boarding houses, and extensions/additions to any of the above

- Did you refer to the 'ResCode' in preparing your plans? ResCode toolkits are available on request from the Planning and Building Counter, or may be requested via e-mail : planhelp@portphillip.vic.gov.au
- Have you provided a ResCode assessment?
- Have you provided a Site Analysis and Design Response of how your design evolved from the Site Analysis?
- Have you paid the correct application fee, or included with your application the correct fees?

Other Applications

- Business** – Number of staff, operating hours, equipment to be used, function of the business, waste disposal, likely advertising/signage requirements, car parking requirements, etc
- Special/Multi Accommodation Residential** – Number of beds, number of staff, type of residents (e.g. ambulatory, elderly etc)
- Industrial** – Type of process, approximate allocation of space usage (e.g. office 20%, factory 80%), number of staff to be allocated to each function (e.g. office 20 persons, factory 10 persons), type of machinery used etc

FEE SCHEDULE

Planning

Reference should always be made to the Regulations to obtain the complete wording of individual fee regulations and other regulations (which include waiving and rebating provisions). These Regulations are available at www.dpcd.vic.gov.au

Please note: Planning fees are subject to change please confirm with the City of Port Phillip prior to payment

Class	Statutory Planning Fees – Applications for Permits*	
1	Use only	\$502
	To develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot if the <u>estimated cost</u> of development included in the application is:	
	equal to or less than \$10,000	NIL
2	greater than \$10,000 or equal to or less than \$100,000	\$239
3	greater than \$100,000.	\$490
	To develop land (other than for a single dwelling per lot - e.g. multi unit of 2 or more, commercial, business or industrial) if the <u>estimated cost</u> of development included in the application is:	
4	equal to or less than \$10,000	\$102
5	greater than \$10,000 or equal to or less than \$250,000	\$604
6	greater than \$250,000 or equal to or less than \$500,000	\$707
7	greater than \$500,000 or equal to or less than \$1,000,000	\$815
8	greater than \$1,000,000 or equal to or less than \$7,000,000	\$1,153
9	greater than \$7,000,000 or equal to or less than \$10,000,000	\$4,837
10	greater than \$10,000,000 or equal to or less than \$50,000,000	\$8,064
11	greater than \$50,000,000.	\$16,130
	<p>* Combined Permit Applications The fee for an application for permit or to amend a permit involving a combination of land use and development (buildings and works) is the sum arrived at by adding the highest fee (which would have applied if separate applications were made) plus 50% of the other lesser fee(s). This fee structure does not apply to subdivision, certification or any other matter referred to in Classes 16, 17 or 18 which are subject to separate fees</p>	
	SUBDIVISION	
12	To subdivide an existing building	\$386
13	To subdivide land into two lots	\$386
14	To effect a realignment of a common boundary between lots or to consolidate two or more lots	\$386
15	To subdivide land	\$781
16	To remove a restriction (within the meaning of the Subdivision Act 1988)	\$249

Class		Statutory Planning Fees – Applications for Permits (continued)	
17		To create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or to create or remove a right of way	\$541
18		To create, vary or remove an easement other than a right of way; or to vary or remove a condition in the nature of an easement other than a right of way in a Crown grant	\$404
		Other Statutory Planning fees	
		Amend and application after notice has been given (section 57A) (no fee for one dwelling if the estimated cost of development included in the development is less than \$10,000)	\$102
		Certificate of Compliance	\$147
		Determining whether a matter has been carried out to the satisfaction of the responsible authority (including car parking consent)	\$102

		Statutory Planning Fees – Amendment to Permits	
1		An application to amend a permit to use land if that amendment is to change the use for which the land may be used.	\$502
		An application to amend a permit (other than a permit to subdivide land) to develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot if the <u>estimated cost</u> of any additional development to be permitted by the amendment is:	
		equal to or less than \$10,000	NIL
3		greater than \$10,000 or equal to or less than \$100,000	\$239
4		greater than \$100,000.	\$490
		An application to amend a permit to develop land, other than (a) a permit to undertake development ancillary to the use of the land for a single dwelling per lot where the total estimated cost of the development originally permitted and the additional development to be permitted by the amendment is not more than \$10,000; or (b) a permit to subdivide land if the <u>estimated cost</u> of any additional development to be permitted by the amendment is:	
5		equal to or less than \$10,000	\$102
6		greater than \$10,000 or equal to or less than \$250,000	\$604
7		greater than \$250,000 or equal to or less than \$500,000	\$707
8		greater than \$500,000	\$815
		SUBDIVISION	
9		An application to amend a permit to <ul style="list-style-type: none"> (a) subdivide an existing building; or (b) subdivide land into two lots; or (c) effect a realignment of a common boundary between lots or to consolidate two or more lots. 	\$386

HOW TO OBTAIN A CERTIFICATE OF TITLE

Required for ALL Planning Permit applications

All planning applications require the applicant to provide a full and current (within 3 months of lodging) copy of certificate of title, including a title plan/diagram showing any relevant covenants and restrictions.

A Certificate of Title can be obtained from the Department of Sustainability and Environment. The City of Port Phillip does not issue Certificates of Title.

Obtaining a Certificate of Title online

The following steps can be used to obtain a Copy of Title online:

1. Go to **www.land.vic.gov.au/titles**
2. Click on Order a Title or Property Certificate
3. Accept Terms and Conditions
4. Enter Street Address or Volume/Folio Number
5. Confirm property details
6. Check **REGISTER SEARCH STATEMENT** and **DIAGRAM** options are selected (**BOTH documents are required**).
 - Register Search Statement lists Land Description, Registered Proprietor, Encumbrances, Caveats and Notices and Diagram Location.
 - The Diagram depicts dimensions of the title boundary.
7. Select next then enter payment details

Obtaining a Certificate of Title in person

To obtain a Certificate of title you can visit the **Land Information Centre** located at:

Level 10, 570 Bourke Street,
Melbourne, Victoria 3000

There is a cost to do a title search at the Land Information Centre

A further fee may be required for a Land Index Search if the Volume Folio Identifier is unknown.

Alternatively, you can obtain a copy of the Title by either:

Employing a title searcher who will provide you with copies of the official records;

Employing a conveyancer or a solicitor who will also explain the results and answer your questions; or by

Further Information

If you need any further assistance or information on obtaining a Certificate of Title please contact the Department of Sustainability and Environment Customer Service Centre on 136 186 or via customer.service@dse.vic.gov.au