

## **SOLAR ENERGY PANELS**

### Checklist for Planning Permit Applications

This document is intended to assist you in obtaining a planning permit with the City of Port Phillip for:

Solar hot water panels (attached to the building or dwelling which it services)

A planning permit is not required where the solar energy panel is not visible from a street (other than a lane) or public park.

To ensure that we can process your application as quickly as possible, please read the following carefully and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application please contact our 'fast-track' planner to discuss your proposal.

### **If all information is not provided, your application can not be lodged.**

To help us process your planning permit application, please read the following checklist carefully and ensure that you provide all the necessary documentation. If you are unclear on any aspect of your application, please make an appointment with our fast-track planner to discuss your proposal.

- Completed Application for Planning Permit form showing the correct address of the land and an accurate description of your proposal. Is it signed and dated? Have you provided us with a current contact telephone number and email address if available? Is the address you have provided the one that you would like mail sent to?
- Have you provided a current (within 3 months) copy of Certificate of Title showing and relevant covenants and restrictions? To obtain a certificate visit [www.land.vic.gov.au/titles](http://www.land.vic.gov.au/titles) or call 136 186.
- Have you provided 3 sets of drawings at A3 size showing the existing and proposed conditions and the immediate context of your site? Are all these drawings drawn to scale and do they include dimensioned setbacks, a north arrow (plans only), the scale at particular paper size (ie. 1:100@A3) and a scale bar?

### **Waiving of fees**

As part of the City of Port Phillip's commitment towards environmental sustainability the application fee typically associated with obtaining a planning permit will not be required for applications to install solar panels.

**Our planning enquiries counter at the St Kilda Town Hall is open at the following times:**

**8.30am – 6.00pm Monday only**

**8.30am – 5.00pm Tuesday to Friday**