

FENCES

Checklist for Planning Permit Applicants

When and why do I need a Planning Permit for a fence?

A Planning Permit is required for any fence if a building is under a Heritage Overlay. In some instances planning approval is also required under a Special Building Overlay or in a Residential 1 Zone.

The historic streetscapes prevalent throughout the City of Port Phillip are unique and highly valued by the City's residents. Their retention forms a central aspect of our ability to achieve social and cultural sustainability as the use of appropriate colours helps to restore and maintain the character of original period buildings into the future.

Fences form an integral, yet remarkably fragile element of the environment. When planning changes to a fence, whether a reconstruction of appropriate infill fencing, or repair and restoration of an old fence, certain principles need to be respected to retain the heritage significance of the building and the streetscape. The use of an appropriate fence style can greatly improve the appearance of a building and add integrity to the overall presentation of the property.

Front fences should maintain the approach used in traditional fencing. Fencing that allows some visual transparency should be used in preference to solid fencing. Generally, fence heights should not exceed 1.2 metres and fencing should be of a design that compliments that of the building. Exact historical replication of fences is not usually necessary unless it is the main objective. If you wish to achieve exact replication it is best to obtain expert advice.

Council provides a free advisory service to owners of all residential historic buildings in the municipality. **It is strongly recommended that you discuss your proposal with us prior to lodging an application.**

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, we encourage you to arrange an appointment with our fast-track planner to discuss your intended proposal.

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

- Completed Application for Planning Permit form showing the correct address of the land, an accurate description of your proposal, is it signed and dated, have you provided us with a current contact Telephone No.? Is the address you have provided for yourself the address that you would like any mail to be sent to?
- Have you provided 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?
- Have you provided at least 3 sets of a fully dimensioned site plan and elevation(s) all required drawings (one coloured and none larger than A3 size) drawn to scale and showing the following:
 - The location of the fence on the site, including the distance from the property boundaries/ setbacks and the location, size and proposed changes (if any) of any existing fence(s)
 - The height, length and design of the new fence, including details of any proposed gates and details of proposed materials and finishes
- Have you provided at least 2 colour samples? (generic colour samples are available at the enquiries counter)
- Have you paid the correct application fee, or included with your application the correct fees? For most applications the fee is determined by the cost of the development. If unsure please contact our Planning Business Support Staff.
- Have you provided photos of the subject site and the street? (optional but highly desirable especially for retrospective approval)

Please note that this checklist is prescriptive only and that additional information may be required depending on the particulars of the application.

Our 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