



PAINTING A BUILDING

Checklist for Planning Permit Applicants

When and why do I need a Planning Permit to paint my building?

You are required to obtain a Planning Permit to paint a building if it is under a Heritage Overlay.

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.

Historically, colour placement and combinations were designed to enhance and highlight the features of the particular architectural style. While the use of a traditional or heritage colour scheme can greatly improve the appearance of the building, unless it is the main goal, exact replication of the original colours is not usually necessary.

If you wish to achieve exact replication it is best to obtain expert advice.

Council provides a free advisory service to owners of all 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 2 colour samples? (generic colour samples are available at the enquiries counter)
- Have you provided at least 3 copies of elevations indicating the colour proposed for each element of the building?
- 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