



## **SERVICE UNITS (inc. AIR CONDITIONING)**

### Checklist for Planning Permit Applicants

#### When do I need a Planning Permit for Service Units including air conditioners?

If your property is located in a Heritage Overlay, the installation of external Service Units (air conditioning units, hot water services, ducted heating units, etc) will require a Planning Permit if the services are visible from a street (other than a lane) or public park. Approval may also be required in certain zones. We recommend that you contact our Planning Department directly to determine if a permit is required for your proposal.

The City of Port Phillip strongly discourages the placement of Service Units on roof tops and other highly visible locations; rather they should be integrated with the overall design of the development and not be visible from the street.

If you are intending to install air-conditioning you are strongly encouraged to contact our Sustainable Design Officer who is available free-of-charge to assist you in finding more environmentally responsible alternatives.

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? (instructions attached)
- Have you provided at least 3 sets of all required drawings showing the existing and proposed conditions, and their immediate context? Are all these drawings drawn to scale and do they include proposed setbacks, a north arrow (plans only), the scale at particular paper size (i.e. 1:100@A3) and a scale bar?  
**All drawings should be A3 size and unbound**, unless otherwise negotiated with Council.
- 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.
- Where possible have you provided information regarding the model/design of the unit to be installed?
- 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**