

VicSmart Checklist 8

Minor subdivision, minor buildings and works,
painting or tree lopping in a Heritage Overlay



Pre-application discussion: Was there a pre-application meeting? Who with and when?

- ☐ No ☐ Yes – Planning Officer: _____ Date: _____
☐ No ☐ Yes - Building Surveyor: _____ Date: _____

Under building regulations, fences on corner allotments need to respond to safety in relation to vehicle sight lines and pedestrians.

Information Requirements

For all planning permit applications the following MUST be provided:

- ☐ A fully completed application form
 - ☐ Ensure you have entered the correct address of the land, an accurate description of your proposal, a current email address and phone number, that the Applicant address is the correct postal address, and that the form is signed and dated.
- ☐ Signed declaration on the application form
- ☐ The application fee
- ☐ A full and current copy of the Certificate of Title (dated within 3 months of your application). The title information must also include a 'register search statement' and the title diagram, and any associated instruments.

Accompanying Information

Note: Council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with us. The following information must be provided as appropriate.

- ☐ A plan drawn to scale and fully dimensioned showing:
 - ☐ The location, shape and size of the site. ☐ Yes ☐ N/A
 - ☐ The location of any existing buildings, including fences, and trees. ☐ Yes ☐ N/A
 - ☐ The location, height and design of the proposed building or works including details of proposed materials. ☐ Yes ☐ N/A
 - ☐ Any buildings to be demolished. ☐ Yes ☐ N/A
 - ☐ An elevation of the proposed building. ☐ Yes ☐ N/A
 - ☐ The size and design of any proposed sign, including details of the supporting structure and any proposed illumination. ☐ Yes ☐ N/A
 - ☐ The location, style, size, colour and materials of any proposed solar energy system (that is visible from the street frontage or any nearby public park), including details of the supporting structure. ☐ Yes ☐ N/A

Office Use Only

Checked by: _____ Signature: _____ Date: _____

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- ☐ A written description of the proposal including:
 - ☐ Any impacts on the significance of the heritage place.
 - ☐ How the proposal responds to any relevant local heritage policy set out in the scheme.
 - ☐ If lopping of a tree is proposed, the reason for the lopping, the extent of lopping and an arborist report.
- ☐ The proposed colour schedule and nature of any materials and finishes.
- ☐ A photograph of the area affected by the proposal including any building, outbuilding, fence, or tree which may be affected by the proposal.
- ☐ A photograph of the area affected by the proposal including any building, outbuilding, fence, or tree which may be affected by the proposal.
- ☐ A photograph of the subject site and adjoining properties along the street frontage.
- ☐ If subdivision is proposed, the location, shape and size of the proposed lots to be created.
- ☐ If a sign is proposed:
 - ☐ The location, size and design of the proposed sign on the site or building.
 - ☐ The location and size of existing signage on the site including details of any signs to be retained or removed.
- ☐ If a solar energy system is proposed that is visible from a street (other than a lane) or public park, measures proposed to minimise the visibility of the system and protect the structural integrity of heritage features.

Office Use

Yes N/A

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Note:

- ① If a proposal falls into more than one VicSmart class of application, the information requirements of each class apply and the corresponding checklists should be completed. For example:
 - To realign a boundary between two lots also complete **Checklist 1 Boundary Realignment**.
 - To subdivide an existing building or car parking space also complete **Checklist 2 Subdivide an existing building or car parking space**.
 - To subdivide land with an approved development into two lots, you may also need to complete **Checklist 3 Subdivide land with an approved development into two lots**.
 - To construct a fence on land in a Residential Zone, you may also need to complete **Checklist 4 Front Fence in a Residential Zone**.

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- To construct a fence on land in an Environmental Significance Overlay, Significant Landscape Overlay or Design and Development Overlay, you may also need to complete Checklist 6 Front Fence in an Overlay.
- To lop a tree in an Environmental Significance Overlay, Significant Landscape Overlay, Vegetation Protection Overlay or Neighbourhood Character Overlay also complete Checklist 7 Tree removal or lopping.
- If the land is in a Special Building Overlay you may also need to complete Checklist 9 Special Building Overlay.

Please ensure your development complies with the Electrical Safety (Installations) Regulations 2009 relating to minimum distance of structures from power cables. This aspect is not reviewed during assessment of planning or building applications, and non-compliance may affect construction. For further information contact Energy Safe Victoria - <http://www.esv.vic.gov.au/>

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Signature: _____

Date: _____

Our enquiries counter at St Kilda Town Hall is open from 8.30am to 5.00pm Monday to Friday
T: 9209 6424 E: planhelp@portphillip.vic.gov.au

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www.portphillip.vic.gov.au/planning_building.htm