

Service units (including air conditioners)

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 service units 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 Statutory Planning to determine if a permit is required for your proposal.

The City of Port Phillip (Council) 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 (call 9209 6229 or email sustainabledesign@portphillip.vic.gov.au).

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 proposal.

Your application must include the following items, otherwise your application will not be lodged:

- A fully completed **Application for Planning Permit 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.
- A full and current copy of the **Certificate of Title** (dated within 3 months of your application), including the title plan/diagram showing any relevant covenants and restrictions. Provide confirmation that the present boundaries are the same as the title boundaries.
- Drawings (plans)** including but not limited to the existing and proposed conditions and their immediate context.
 - Drawings must be A3 size, include a north arrow (not required on elevations), be to scale (i.e. 1:100 @ A3), and include a scale bar.
 - 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/>
- Information regarding the model/design of the unit to be installed (where possible).
- 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.

How to apply

All application forms, plans and supporting documentation must be submitted in electronic form (e.g. PDF, image, Word document, etc). Hardcopy applications are not accepted. The easiest way submit your application is to **apply and pay online**. The application fee is calculated automatically. Please visit <http://www.portphillip.vic.gov.au/apply-for-planning-permit.htm> for links to apply online, or alternative options.

For most applications the fee is determined by the cost of the development. Refer to the Planning Fee Schedule and if unsure please contact Planning Business Support at planhelp@portphillip.vic.gov.au or 9209 6424.