

Checklist for planning applications

Minor works in a Heritage Overlay

Background Information

The Heritage Overlay is intended to conserve and enhance heritage places, precincts or buildings and those elements that contribute to the natural or cultural significance of places. Its purpose is to also ensure that new development does not affect the significance of heritage places which have been deemed worthy of conservation and protection for reasons of cultural or historical significance.

The City of Melbourne's Heritage Places Inventory lists sites within a Heritage Overlay as being categorised as either 'significant', 'contributory' or 'non-contributory'. The document also indicates whether they are located in a significant streetscape. The level of significance makes an important contributing factor when Council is considering an application.

You may need this checklist if you are:

- Wishing to demolish/ remove a building (including partial demolition such as a window or door), construct a fence, externally paint a building or to install domestic services normal to a dwelling (including an air conditioner, security systems, downpipes, skylights) if they are visible from a street or a public park

For further guidance about whether you will need to use this checklist, please consider booking a pre-application meeting.

To be accepted for assessment, your application must include:

- A completed application form, including a signed declaration
- A recent copy of the title for the land (dated no more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and the Register Search Statement which lists any encumbrances or restrictive covenants that may affect the land. A Certificate of Title may be obtained online from [LANDATA¹](https://www.landata.vic.gov.au/) or by contacting the [Land Information Centre²](https://www.land.vic.gov.au/)
- The prescribed application fees
- An electronic copy of plans, fully dimensioned and drawn to scale, including:

A separate floor, roof and elevation plan showing the detail of proposed demolition in red (if applicable).

- Site Plan, including:
 - The title boundaries of the site
 - The location, length, height and design of the proposed fence
- Elevation drawings to scale showing the height, colour and materials of all proposed buildings and works.

Note: An application fee is requested by the Responsible Officer after the application is lodged. Please ensure the section of the application form titled “Cost of Works” is completed when you lodge your application to prevent delays in calculating the correct fee.

In addition to the mandatory items above, you will need some or all of the following:

- Site plans and elevations (development drawings) that are fully dimensioned and scaled to 1:100 or 1:200.

Note: Plans and elevations can be electronic or hand drawn (provided they are scaled and legible). We typically find plans prepared by a suitably qualified person such as an architect or drafts person are more legible and assist the planning permit application process. Plans should include

- A North arrow on all floor/site plans
- The boundaries and dimensions of the site elevation drawings showing the colour and materials of all buildings and works
- The location of any existing buildings, including fences, and trees
- Adjoining roads labelled
- The location, height and purpose of buildings and works on adjoining land including setbacks
- The layout of existing and proposed buildings and works
- Relevant ground levels and maximum building height from the natural ground level to Australian Height Datum (AHD)
- A separate demolition plan showing every aspect of the site to be demolished in red.

¹ <https://www.landata.vic.gov.au/>

² https://www.land.vic.gov.au

- All driveway, car parking and loading areas
- The location of any easements
- All external storage and waste treatment areas.
- Sight line diagram taken from 1.7 metres above ground level on the opposite side of the street. See the City of Melbourne's Heritage Design Guide for further details
- A colours and materials schedule to accompany the plans and elevations (development drawings)

Note: This schedule should show the showing the materials, colour and finish of all external walls, roof, fascias and window frames

- Pictures or images of the proposed colours and materials
- Specifications of the colours and materials
- Information relating to where the colours and materials will be applied.

A cover letter or report that includes a written description of the proposal and a response to any relevant planning policy:

Note: A report prepared by a suitability qualified person such as a town planning consultant or architect is recommended as it can assist the planning process and often provides written justification as to how the proposal responds to the relevant requirements of the Melbourne Planning Scheme.

- A written description of the proposal
- Any impacts on the significance of the heritage place.
- How the proposal responds to any relevant local heritage policy set out in the Scheme. This includes the following:
 - [Clause 15.03-1L-02 - Heritage](#)³
 - [Clause 43.01 - Heritage Overlay](#)⁴
- Any relevant images that help convey the above information

Helpful Hints

1. This checklist outlines the standard information required for application lodgment. Additional information may be requested by the assessing planning officer.
2. If you would like to discuss your proposed licensed premises, you can arrange a pre-application meeting at [Planning pre-application advice](#)⁵
3. For information about fees, please refer to the [Schedule of fees](#)⁶. Please note, you may require other permits, and these may incur additional fees.

³ <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/15.03>

⁴ <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/43.01>

⁵ <https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services>

⁶ <https://www.melbourne.vic.gov.au/SiteCollectionDocuments/planning-schedule-of-fees>

4. The City of Melbourne's Heritage Places Inventory lists sites within a Heritage Overlay as being categorised as either 'significant', 'contributory' or 'non-contributory'. If your address is not located on the inventory, the site is considered a "Non-contributory" place. Different requirements or restrictions may apply based on the heritage category of your dwelling. The most up to date Heritage Places Inventory can be found under [Incorporated Documents](#)⁷
5. The following may be useful documents when preparing any application:
 - [Heritage Owner's Guide](#)⁸
 - [A Guide to Victoria's Housing Styles](#)⁹

Application lodgement guidelines

Please submit your application electronically – by email, online file sharing service or USB. Your email should include the complete application as a single PDF document, optimised to reduce file size and not encrypted or password protected. Alternatively, you may lodge the application via our online portal [Lodge a planning application](#)¹⁰. For other lodgement options, please contact Council.

To get in touch with Council about your application

Telephone: (03) 9658 9658
Email: planning@melbourne.vic.gov.au
Online: [Contact us](#)¹¹

⁷ <https://planning-schemes.app.planning.vic.gov.au/Melbourne/docs>

⁸ <https://www.melbourne.vic.gov.au/building-and-development/heritage-planning>

⁹ <https://www.heritage.vic.gov.au>

¹⁰ <https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services/planning-applications>

¹¹ <https://www.melbourne.vic.gov.au/pages/contact-us.aspx>