

# MINOR BUILDINGS AND WORKS, PAINTING OR TREE LOPPING IN A HERITAGE OVERLAY

## Checklist for VICSMART planning permit applications

### When is a planning permit required and what qualifies it as a VICSMART application?

A planning permit is required to demolish a building, and to construct or carry out buildings and works within a Heritage Overlay. An application qualifies as a VicSmart application if it is for:

- demolishing an outbuilding (including a carport, garage, pergola, verandah, deck, shed or similar structure) or fence provided it is not identified in the schedule to the overlay
- externally altering a non-contributory building
- externally painting
- constructing a carport, garage, pergola, verandah, deck, shed or similar structure
- constructing and installing domestic services normal to a dwelling and a non-domestic disabled access ramp
- constructing a vehicle crossover
- constructing a domestic swimming pool or spa and associated mechanical equipment and safety fencing
- constructing a rainwater tank
- lopping a tree
- constructing or installing a solar energy facility attached to a dwelling
- construct and install an electric vehicle charging station
- construct and install services normal to a building other than a dwelling, including chimneys, flues, skylights, heating and cooling systems, hot water systems, security systems and cameras, downpipes, window shading devices, or similar.

Note: For applications to subdivide land, construct a fence or construct or display a sign within a Heritage Overlay, please see related VicSmart checklists.

You should check the zoning of the land and any other overlays that may affect the site to make sure a permit is not required under a separate provision of the Planning Scheme. If a permit is required, you should also check the relevant VicSmart checklists to ensure the proposal can be classed as a VicSmart application.

To ensure that we can process your application as quickly as possible, please read the checklist on the following page carefully and ensure that you have provided all the necessary documentation otherwise your application will not be accepted.

If you are unclear about any aspect of your application, please contact Town Planning on email [townplanning@hobsonsbay.vic.gov.au](mailto:townplanning@hobsonsbay.vic.gov.au) or telephone 9932 1000 to discuss your proposal.

<b>Office Use Only</b>	
Is this a VicSmart application? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provision: Clause 59.07 (Heritage Overlay)
Has all information been provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Comment: _____
_____	
_____	
Application checked by: _____	Date: _____



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Checklist for VICSMART planning permit applications

**If all information is not provided at the time of submission, your application WILL NOT be lodged.**

**For all planning permit applications the following MUST be provided:**

- a completed application form

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- the application fee

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- copy of title and any registered restrictive covenant  
Certificate of Title must be less than 90 days old, include the Title Plan and details of any Restrictive Covenants and/or Encumbrances that are referred to on the Title. This information can be obtained from Land Victoria (telephone 8636 2010) or [www.land.vic.gov.au](http://www.land.vic.gov.au)

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- one electronic copy of a plan drawn to scale (1:100) and fully dimensioned showing:
  - the location, shape and size of the site

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  - the location of any existing buildings, including fences, and trees

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  - the location, height and design of the proposed building or works including details of proposed materials

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  - any buildings to be demolished

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  - an elevation of the proposed building

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- a written description of the proposal including:
  - any impacts on the significance of the heritage place

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  - how the proposal responds to any relevant local heritage policy set out in the scheme including the *Guidelines for Alterations and Additions to Dwellings in Heritage Areas in Hobsons Bay 2006*

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  - if lopping of a tree is proposed, the reason for the lopping, the extent of lopping and an aborist report

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- the proposed colour schedule and nature of any materials and finishes

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- a photograph of the area affected by the proposal including any building, outbuilding, fence, or tree which may be affected by the proposal

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- a photograph of the subject site and adjoining properties along the street frontage

**Declaration:** This must be signed by the applicant\*

I declare that I am the applicant and that I have provided all the information required in this checklist.

Signature:

Date: