



APPLICATIONS UNDER A HERITAGE OVERLAY

MINOR BUILDINGS AND WORKS, DISPLAY OF SIGNAGE, SUBDIVISION AND TREE REMOVAL

VicSmart is a simple and fast assessment process for straightforward planning permit applications designed to deliver planning outcomes in 10 business days. There are certain categories of application that form part of the VicSmart process with details available on the Council website.

This checklist relates to an application for certain minor buildings and works, display of signage, subdivision and vegetation removal within the **Heritage Overlay**. It sets out all of the information that is required to be submitted with an application.

If a planning permit is required under a zone or some other overlays or particular provisions then you will need to follow a different process. Please have a chat to a planner to discuss your options.

All of the information in the checklist needs to be provided to ensure that your application can be assessed as quickly as possible. Please use the tick box and sign the declaration at the bottom to confirm you have provided all of the information.

APPLICATION REQUIREMENTS		Applicant use	Council use
1	A completed application form	<input type="checkbox"/>	<input type="checkbox"/>
2	Signed declaration on the application form	<input type="checkbox"/>	<input type="checkbox"/>
3	The application fee	<input type="checkbox"/>	<input type="checkbox"/>
4	Copy of title and any registered restrictive covenant <i>Provide a full, current copy of the title (no more than three months old) for each individual parcel of land forming the subject site. (The title includes the covering registered search statement, the title plan of subdivision and the associated title documents, known as 'instruments', e.g. restrictive covenants)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	Three (3) copies of a plan drawn to scale and fully dimensioned showing: <ul style="list-style-type: none"> ▪ The location, shape and size of the site ▪ The location of any existing buildings, including fences and trees ▪ The location, height and design of the proposed building or works including details of proposed materials ▪ Any buildings to be demolished ▪ An elevation of the proposed building ▪ The size and design of any proposed sign, including details of the supporting structure and any proposed illumination 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	A written description of the proposal including: <ul style="list-style-type: none"> ▪ 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	The proposed colour schedule and nature of any materials and finishes	<input type="checkbox"/>	<input type="checkbox"/>
8	A photograph of the area affected by the proposal including any building, outbuilding, fence or tree which may be affected by the proposal	<input type="checkbox"/>	<input type="checkbox"/>
9	A photograph of the subject site and adjoining properties along the street frontage	<input type="checkbox"/>	<input type="checkbox"/>
10	If subdivision is proposed, the location, shape and size of the proposed lots to be created	<input type="checkbox"/>	<input type="checkbox"/>
11	If a sign is proposed: <ul style="list-style-type: none"> ▪ 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 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

I acknowledge that if I have not provided all of the information set out in the checklist or if there are any errors in the documentation then Council will request further information in order to properly assess the application. This will result in longer processing times.

Sign / Date

OTHER RELEVANT CHECKLISTS

The Heritage Overlay is at times just one of many reasons why a planning permit is required. The following checklists are applicable for other VicSmart based applications.

- 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**
- 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 or Vegetation Protection Overlay also complete **Checklist 6 Tree removal or lopping**.

Please ensure you are familiar with all of the relevant planning controls. If you have any questions, please have a chat to a planner.