



Checklist for planning applications

Minor works in a heritage overlay - including works to buildings (other than painting and fences) and air-conditioning, solar and heating units

Application lodgment guidelines

- Please submit your application electronically – by email, online file sharing service or USB. This should include:
 - The complete application as a single PDF document, optimised to reduce file size and not encrypted or password protected
- One hard copy set of architectural plans is required. Please provide this unbound on A3 size standard paper. No other documents are required in hard copy

All planning applications must include:

- A completed application form
- 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 [LANDATA](https://www.landata.vic.gov.au/)¹ or by contacting the [Land Information Centre](https://www.propertyandlandtitles.vic.gov.au/contact-us).²
- A valid Metropolitan Planning Levy Certificate where the estimated cost of works for the proposed development exceed \$1 million. For more information about the levy and obtaining certificates, please contact the [State Revenue Office](https://www.sro.vic.gov.au/metropolitan-planning-levy).³
- The prescribed application fee

Applications for minor works in a heritage overlay should also include:

- Fully dimensioned plans and elevations at preferred scales of 1:100 or 1:200 showing the following:
 - Proposed alterations and additions
 - A site plan
 - Details of the materials and colours
- Photographs of existing conditions
- Manufacturer's details and information as appropriate

This checklist outlines the standard information required for application lodgment. Additional information may be requested by the assessing planning officer.

¹ <https://www.landata.vic.gov.au/>

² <https://www.propertyandlandtitles.vic.gov.au/contact-us>

³ <https://www.sro.vic.gov.au/metropolitan-planning-levy>

For further information

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www.melbourne.vic.gov.au⁴

⁴ <http://www.melbourne.vic.gov.au>