



## Checklist for planning applications

### Painting of dwellings and buildings in heritage areas

#### 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](#)<sup>1</sup> or by contacting the [Land Information Centre](#).<sup>2</sup>
- 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](#).<sup>3</sup>
- The prescribed application fee

#### Applications for painting of dwellings and buildings in heritage areas should also include:

- Fully dimensioned plans and elevations at preferred scales of 1:100 or 1:200 showing:
  - Details of proposed materials and colours including samples

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

#### For further information

Telephone: (03) 9658 9658

Email: [planning@melbourne.vic.gov.au](mailto:planning@melbourne.vic.gov.au)

[www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au)<sup>4</sup>

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<sup>1</sup> <https://www.landata.vic.gov.au/>

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

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

<sup>4</sup> <http://www.melbourne.vic.gov.au>