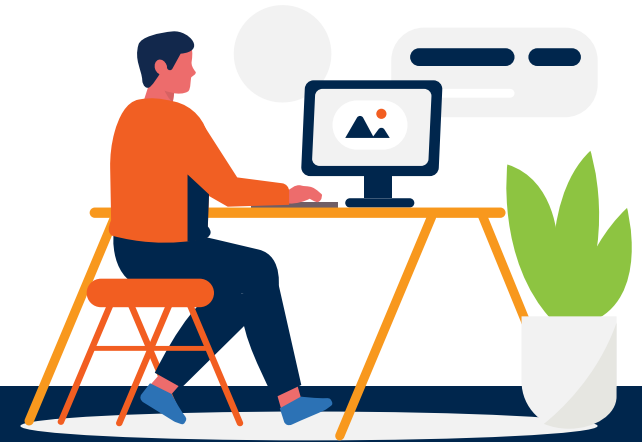




Planning Applications: Getting Started Guide



If you are unfamiliar with the planning process, this guide is for you

This guide will help you prepare an application which aligns with community expectations and development policy within Wyndham City Council.

It will help you prepare a permit application for developing land, building works, opening a business, displaying a sign etc.

This Getting Started Guide will take you step by step from when you first think about a building project or improvement idea, through to submitting your application.

Council is here to provide advice and guidance so you can refine your plans and have a greater chance of a successful application.

A little preparation up front goes a long way to helping us help you.



Notes and tips for using this guide.

- Allow plenty of time. Once you submit, the processing time should be short but timing depends on the quality of the application material and complexity of application
- Some ideas seem simple, but can involve complexities related specifically to your property. A conversation with Council's planning team early on will help identify if any complexities are likely to be applicable.
- While it looks like there are many steps involved in an application, some of these take just a few minutes on a computer.

Steps in this guide



1 Idea/Scope and where to find information

Description

This stage guides you to think about your project idea and the outcomes you seek from it, undertake initial research to understand your project options, and collect the information that council needs to be able to advise you of the applicable planning processes.

This preliminary research will help you get the most out of your discussion with council.

1.1 Decide on my project idea

The steps below will help you to:

- Define the outcomes you want from your project
- Understand the general options available to achieve these outcomes
- Be realistic about what is achievable in your context

- Establish what you want to do - extend the house, build a new house, run a home based business, build a second dwelling, open a shop, build a mezzanine in a warehouse, put up a sign etc.
- Have basic details about what this will entail - what will the built form look like, how many square meters, how will the business operate etc.

Tip: have a go at sketching your idea

1.2 Understand my property's context

The steps below will help you to:

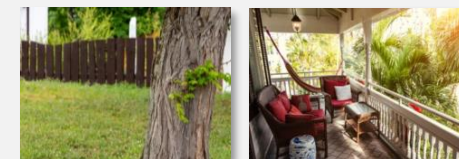
- Understand how the proposed project will impact your property
- Understand if the project is likely to impact your neighbours, so that you can inform them of your intentions and reduce the risks of major changes required later

Tip: Think about how your neighbours will feel. What will they see living next door, e.g. a big blank wall?

- Take photo(s) of the area(s) affected by your idea, including any buildings, fences or trees close by that will be impacted.
- Take photo(s) of the area(s) affected from street level. See example photos.
- Obtain approximate measurements for your idea/project. See example photos.
- For projects that might be visible beyond your property and above the fence height, talk to your neighbours about what you want to do.

Tip: Photos need to be current and accurately reflect the part of your property that is being altered.

Example photos



Tip: The [VicPlan](#) tool contains your property's planning information on one page. It is a powerful tool and can take a few minutes to load.

2 Find out if I need a planning permit

Description

This stage helps you to understand the context and feasibility of your project for your property. Each property is different, it is important to obtain the right records so you can make adjustments to your project and have the information that council needs to be able to advise you of what you'll need for a successful submission.

2.1 Finalising scope for my project

The steps below will help you to:

- Make a final decision on scope of works proposed
 - Obtain your certificate of title and official property site plan
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- a. Confirm the idea to take forward.
 - b. Obtain your property's [Certificate of Title](#) to determine site boundaries prior to drawing anything up in detail
 - c. Review the [document preparation guide](#) for your project type to determine the scope of your project.

2.2 What are the restrictions that apply to my land

The steps below will help you to:

- Identify and understand any planning restrictions applicable to your property
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- a. Review Title details (restrictions on title, easements, land size etc)
 - b. Review your property's zoning and overlays (determines whether a permit is required).
 - c. Any other context or site constraints - locations of crossovers, vegetation including street trees, existing features, location of services

Tip: The [VicPlan](#) tool contains your property's planning information on one page. It is a powerful tool and can take a few minutes to load.

Example photos



Tip: for heritage buildings, review photos and colours on the ["What house is that"](#) document.

For your Council check-in, you will need to provide:

- Your address
- Photos / research materials of your idea
- A photo of the area affected by the proposal including any building, outbuilding, fence or tree which may be affected by the proposal
- A photograph of the subject site and adjoining properties along the street frontage
- Approximate dimensions of what you would like to build/install
- Aerial photo (from Google Maps or VicPlan) that accurately reflects the current state of your property
- Property Report
- A basic plan or drawing of your proposed project

2 Find out if I need a planning permit

2.3 Identify if I need a permit

The steps below will help you to:

- Be confident about whether or not you need a planning permit
- If a planning permit is required, consider what options are available to you (in other words, what works you could do without needing a planning permit)

The Wyndham Planning Scheme and restrictions on title will determine whether you need a permit or not. If you don't understand how to read the planning scheme to find the answer or need confirmation for a building surveyor/builder or for whatever reason, we can help. You may prefer to speak to a private planning professional. It is recommended you speak with us to confirm whether you need a permit to avoid planning investigation matters that may arise.

- Review Council's general permit information to get an understanding of what type of applications require permits. This will help guide your conversation with Council in the next step
- Call or visit us to have a conversation about your project or apply for Planning Control Information (PIR) for a response in writing.
- The Council officer will review your site photos and any diagrams you have sketched or downloaded and listen to your ideas.
- Confirm planning permit requirements based on the Wyndham Planning Scheme and the information that you have provided.
- If you don't need a planning permit, you can proceed with your project without further involvement by Council**.

Note: if your project changes, it is recommended that you call the council to discuss these changes in case these modifications requires a permit.

mail@wyndham.vic.gov.au

Tip: It's useful to check in with Council at the early stages of your project.

****Disclaimer** - even if you don't need a planning permit you may want this advice in writing (Apply for a PIR). You still may need a building permit, environmental health permit, crossover permit etc from council or permission from other external authorities (easements, authorising organisations etc)

REMEMBER, for Council to provide you with informed advice on whether you are likely to get a planning permit for your idea, based on planning policy, they will need information from you. Their advice to you will only be as good as the information you give them.

- The address of the property (subject site).
- Photos / research materials of your idea including measurements, materials and colours.
- Photo of the area affected by the proposal including any building, outbuilding, fence or tree which may be affected by the proposal.
- Photo of the subject site and adjoining properties along the street frontage (2 properties either side).

3 Prepare a good quality application

Description

This stage helps you to use the research and planning material you have gathered to prepare the drawings and documents that comply with planning restrictions for your property, and that are to the level of detail required by Council.

3.1 Prepare my application

The steps below will help you to:

- Understand all of the required information is included in your application Preparation Checklist
- Prepare plans to the level of detail required by Council refer to Document Preparation Guide

For any Council Pre-Application meeting or Planning Permit Application, you will need to provide:

- Certificate of Title from [Landata](#) that's no more than 3 months old, including a full copy of any restrictive covenants or [section 173 agreements](#).
- Written statement of your proposal. This can include a planning report clearly identifying details of the proposed business such as operating hours and number of staff.
- Proposed site plan and floor plan with dimensions and drawn to scale. It should also clearly depict:
 - any existing and new buildings
 - finished floor levels
 - site levels
 - setbacks from all boundaries
 - wall and overall building heights taken from natural ground level at the building line as well at the boundary line
 - car parking and accessway design
 - landscape plan including proposed species of tree and height at maturity
- A photograph of the subject site and adjoining properties along the street frontage, with project dimensions
- Names and images of proposed materials, colours and finishes
- A copy of any other reports such as a Sustainability Management Plan, Traffic Management Plan / Traffic Impact Assessment or Acoustic Reports and a copy of your paid [Metropolitan Planning Levy](#) (if required).
- Demolition plan (where applicable)

Tip: You can annotate photos and create drawings by hand, or using easily available tools like Microsoft Word, Microsoft Paint.

Tip: You take the drawings to the planning counter to double check with duty planner if they are on the right track.

3.2 How can you make sure your application is processed efficiently?

- Speak to your neighbours about your proposal before lodging your application.
- Seek professional advice from a consultant or pre-application advice from one of our planners before lodging your application.
- Make sure that all of the required information is included in your application.
- Select one person (permit applicant) to be in contact with us.
- Work collaboratively with us and objectors (if there are any) at an early stage of the application process.



4

Submit my application

Description

This is the final stage, which guides you to submit your application.

4.1 Review your information

The steps below will help you to:

- Ensure your documents are ready for Council review
- Obtain a final check with Council

- a. Double/triple check before submission
- b. If you are still unsure about any aspects of your application, contact the Council and a planning officer can help you ensure you are submitting a high quality application.

Email: mail@wyndham.vic.gov.au Phone: 03 8376 5503

4.2 Submit your application

When you're ready, email your application to mail@wyndham.vic.gov.au