


## Satellite Dish – Telecommunications Facilities, Radio Communications Dish

Installations of Telecommunications Facilities are subject to the Code of Practice for Telecommunications Facilities in Victoria, March 1999.

On 24<sup>th</sup> July 2003, the State Government introduced a specific requirement under section 52.04 of all Planning Schemes in relation to satellite dishes. Under that legislation a permit was required if the dish could be seen from any point outside of your property.

The State Government has now introduced new requirements for satellite dishes **Effective as of 15<sup>th</sup> September 2008**. The new requirements are set out below and requires a permit to be obtained for a satellite dish greater than 1.2 metres in diameter if it is visible from a street (Other than a lane or public park) or if the dish does not meet specific setback requirements from boundaries, and for all satellite dishes greater than 2.4 metres in diameter regardless of visibility. This change to the Planning Schemes applies to all Residential, Low Density Residential, Mixed Use and Township Zones of a Planning Scheme.



When you lodge your application, you must include the following information:

- Your application form.
- A copy of your Land Title Certificate. (less than 3 months old)
- The application fees.
- A site plan of your property showing the distance from the dish to each property/fence line.
- A sketch of the land showing your house, the position of the dish and any other structures on the property.
- If the dish is already installed you must supply photos from each angle of your property including the front (even if the dish cannot be seen from the street).

**Failure to supply all of the required information may result in your application being delayed, cancelled or refused. If this happens you will have to start again and pay a new fee.**

Your application will also need to be advertised to occupiers and or owners of surrounding properties. An extra fee is payable for advertising and the Planning Officer will advise you how much you will have to pay after the application is received.

If you require the services of a translator, please call 131450 and ask to be connected to Council's Town Planning Department

Different requirements apply when a satellite dish is installed in a Business Zone.

If you require any further information, please contact the Town Planning Department on (03) 8734-5463.

## COST/FEES

(1) Application fees are to be paid when the application is submitted.

The fee for submitting an application for a Satellite Dish is;

- **\$199.90** (Develop or use land for one dwelling excluding Class 7 (\$10,000 or less)

For all other applications;

- **\$1147.80** (Development less than \$100,000)

This fee is only paid once. The fee is not refunded if the application is refused.

A complete fee schedule can be downloaded from [Town Planning fees](#)

**Note:** That the application is only valid for the address at which the dish is currently located. If you move address and remove the dish, a new application is required.

Once a permit is issued, the dish cannot be moved to a different position or altered in any way without further approval from Council.

(2) The application will also need to be advertised to the owners/occupiers of the surrounding properties. An extra fee is payable for this to be done.

The Town Planner who has been assigned the application will advise you of the fee to be paid.

### Number of Notices

### Fee

0-5	\$105.00
-10	\$167.00
11-20	\$209.00
20 + notices	\$232.00
Plus (\$8) per notice (after 20 notices)	\$8.00

**Note:** Notices are sent to both the owner and the occupier of properties if the owner is not living there. In most cases, the fee will be either of the first two listed above. The advertising fee is paid after the application has been submitted. A letter will be sent to you from the Planner advising you of how much to pay and when it is due.

The advertising process is carried out as per the Planning & Environment Act 1987. Asking your neighbours for their permission or asking them for their agreement in writing is not acceptable.

If you have any further questions, please contact the Planning Department on 8734-5463.

# **SATELLITE DISH**

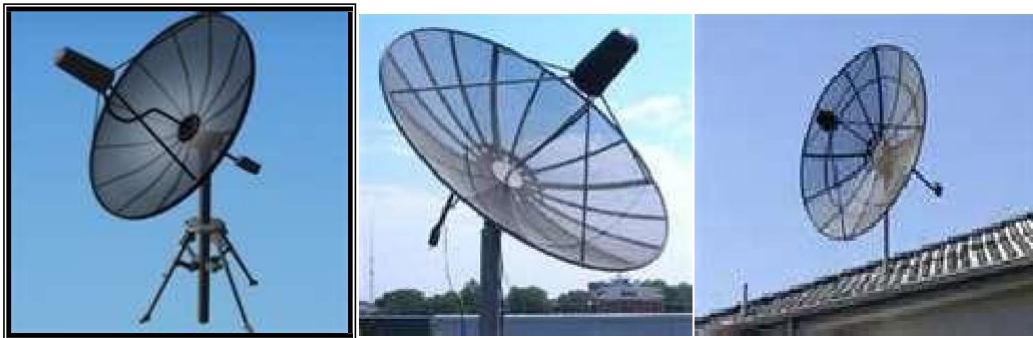
## **ENCLOSED: DOCUMENTS**

**Planning Permit Application Form**

**Satellite Dish Checklist & Fees Payable**

**Radio Communications Dish Information Sheet**

**Translated Information for Satellite Dishes**



***Please ensure that all information is supplied with your application. Failure to do so may result in your application being returned or refused!***

## **SATELLITE DISH PERMIT APPLICATION cont.**

### **Please supply the following information:**

Tick or write the answer

Height from ground level to top of the dish \_\_\_\_\_ metres

Is the dish to be mounted: on a pole?      Yes ( )      No ( )

Is the dish free-standing?                      Yes ( )      No ( )

Is the dish attached to another structure?    Yes ( )      No ( )

If Yes, what is the dish attached to? (eg. House/garage roof, shed)

\_\_\_\_\_

How is the dish secured to the ground/structure?

(eg concreted/bolted to brick wall etc.)

\_\_\_\_\_

What is the diameter of the dish? (in metres)

1.2 ( )      1.8 ( )      2.3 ( )      2.4 ( )      2.8 ( )      3.0 ( )      3.6 ( )

Other (state size) \_\_\_\_\_ metres

Colour of dish \_\_\_\_\_ Is the dish solid ( ) or mesh ( )

Does the dish move when searching for a satellite? Yes ( ) No ( )

Are there any trees or landscaping in place that will screen the dish?

Yes ( ) No ( )

If Yes, what is in place \_\_\_\_\_

Can any part of the dish been seen from the street? Yes ( ) No ( )

Can any part of the dish been seen from any of the neighbouring properties? Yes ( ) No ( )

Who installed the dish on your property? \_\_\_\_\_

Please supply a full copy of the title of your land with the application.

*This is required to correctly identify the property and to ascertain if any covenant, restriction or specific requirement applies to the land.*

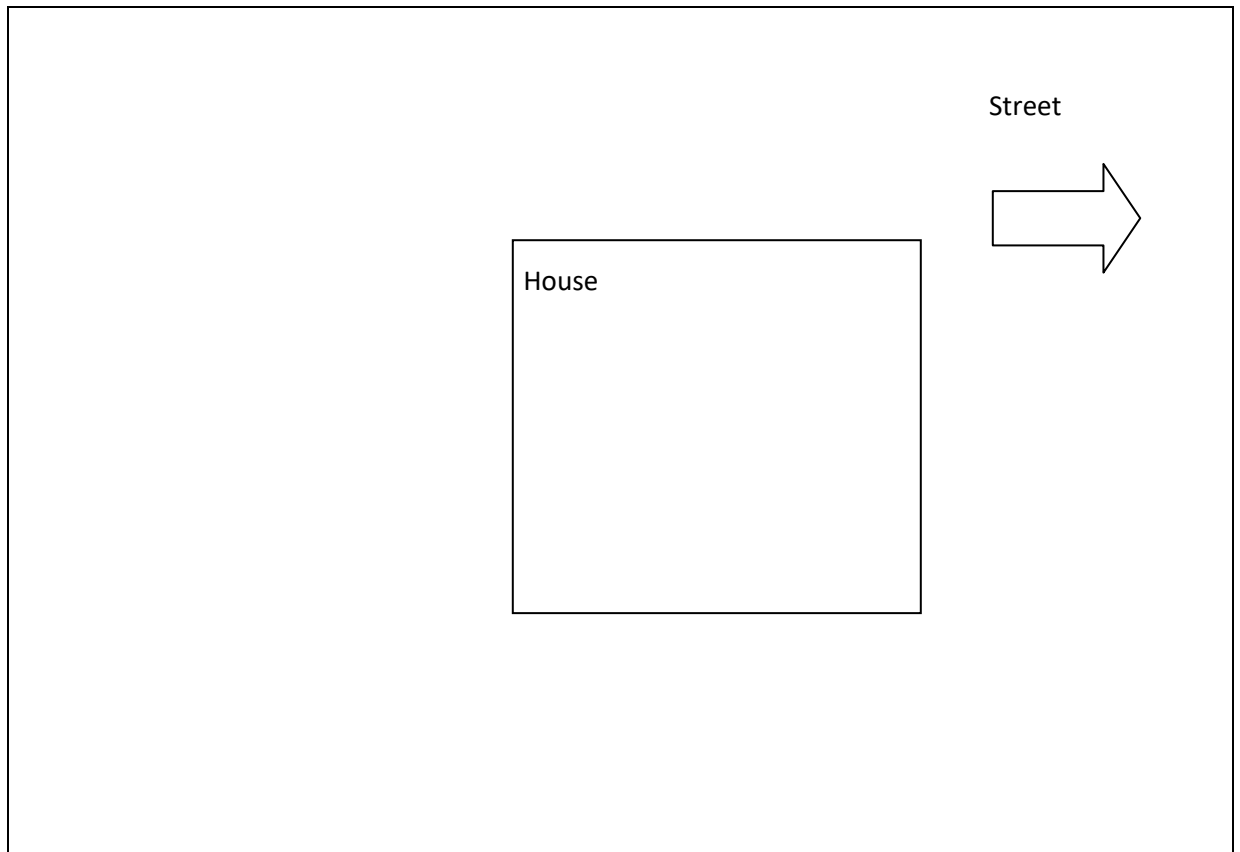
Any copy of Title submitted is required to be no more than 3 months old.

Copies of Titles may be obtained from: Land Titles Office 570 Bourke Street Melbourne Ph: 8636 2010 or obtained on line at [www.land.vic.gov.au](http://www.land.vic.gov.au)

P.T.O.

You must tell us the distance from the satellite dish to each property/fence line. A sketch of the land showing your house, the position of the dish and any other structure is required. Please use the template below to guide you.

Use the symbols below to show where items are located in your garden.



Satellite



Clothes Line




Shrubs /Trees



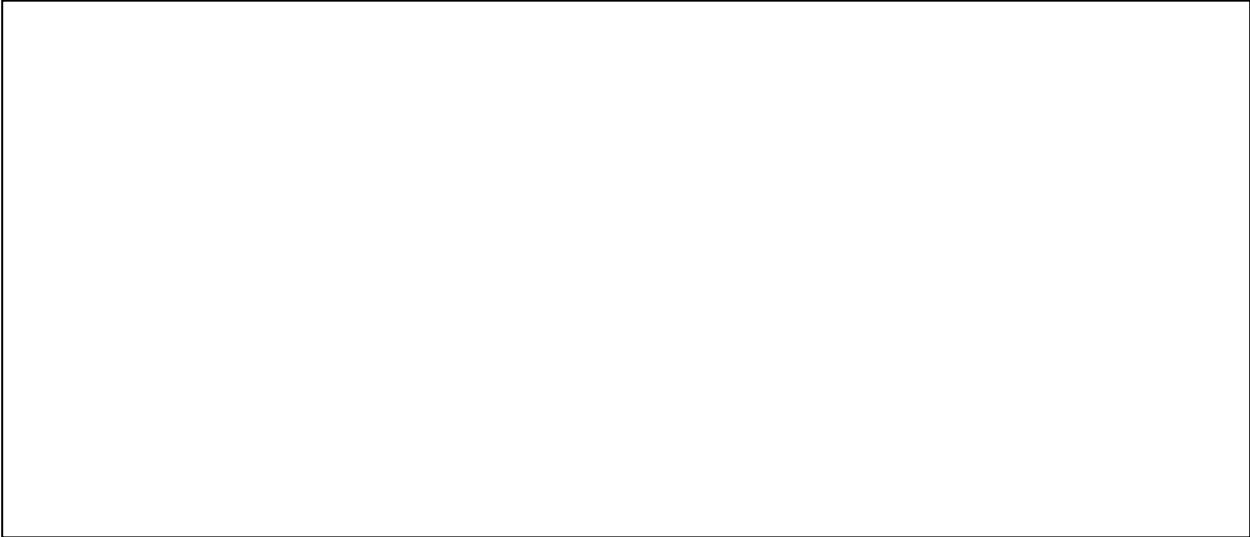
Sheds

**\*If you have plans of your property you may use them to show these details.**

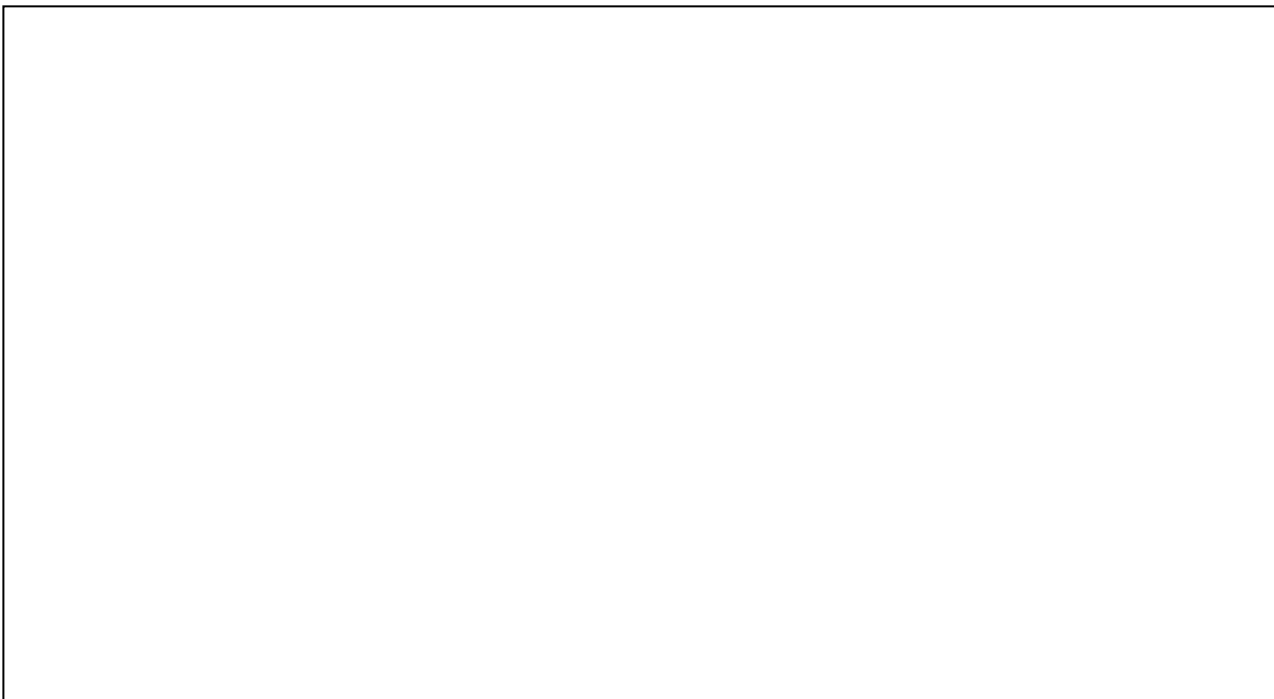
\*\*\*Distances to be shown as meters



If the dish has already been installed, you must supply photos showing the dish from the following angles. (Please supply these photos even if dish cannot be seen from this angle!) Attach the photos in the corresponding boxes below.



View from the front of the property



View from the left-side of the property



View from the right side of the property



View from the rear of the property.







Any other views ( Optional)

## **DEFINITION OF A SATELLITE DISH**

*A radio communications or satellite dish is defined as a circular dish antenna used to send and receive radio frequency communications.*

*A radio communications dish includes a dish for satellite TV reception.*

## **HOW DO I KNOW IF I NEED A PERMIT?**

The following will act as a guide for deciding if you require a Planning Permit for your satellite dish.

Under 1.2 metres in diameter	No permit required
Between 1.2 metres and 2.4 metres in diameter and visible from a Road (Other than a lane or a public park)	<b>Permit required</b>
Between 1.2 metres and 2.4 metres in diameter and not visible from a Road. <b>And</b> The dish meets all the following setback distances: •A Setback from the side or rear boundary of One Metre Plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus one meter for every metre of height over 6.9 metres <b>And</b> The dish is setback at least 3 metres from the boundary where it is opposite an existing habitable room window.	No Permit required
If any of the above setback distances are not met. (This applies even if you cannot see the dish from a road)	<b>Permit Required</b>
Over 2.4 metres in diameter	<b>A permit is required regardless of visibility or setbacks</b>

***If you have received a letter because you have installed a Satellite dish without first getting a permit, you must lodge an application within the grace period stated on your letter (normally 28 days). If you fail to do this, you may be fined without further warning.***

Should you require an extension of time to submit an application, you must contact the person who signed the letter. (A maximum of 14 days is permitted for any extension of time.)

***If you decide to remove the dish and not apply for a permit, you must advise the person who signed your letter and arrange an inspection of your property.***



# 電訊設施

## 碟形無線電接收天線亦 稱為碟形衛星接收天線

安裝電訊設施必須遵守 1999 年 3 月頒布的《維州電訊設施管理規範》。

2003 年 7 月 24 日，維州政府根據總體規劃方案第 52.04 款規定，對碟形衛星接收天線推出了一項特別規定。根據這項法律規定，如果從物業外任何一點可以看見碟形衛星接收天線，則需要獲取許可証。

目前，維州政府對碟形衛星接收天線採用了新規定，這些新規定從 2008 年 9 月 15 日起生效。新規定如下所述。碟形衛星接收天線若屬於以下情況，則需要獲得許可証：碟形衛星接收天線直徑超過 1.2 米並且可以從街道(小巷或公園除外)看見；碟形衛星接收天線不符合特定的邊界壁階規定；直徑超過 2.4 米的各種碟形衛星接收天線，不論其可視情況如何。對規劃方案的這項改變適用於所有住宅區、低密度住宅區以及規劃方案的多功能區與市鎮區。

### 碟形衛星接收天線的定義

無線電接收天線或碟形衛星接收天線定義為用於發送和接收無線電通訊頻率的圓形天線。碟形無線電接收天線包括用於衛星電視接收的碟形天線。

如何知道自己是否需要獲得許可証？

如果不確定自己是否需要獲得碟形衛星接收天線的規劃許可証，請參閱下表。

直徑小於 1.2 米	不需要許可証
直徑在 1.2 米和 2.4 米之間，並且可以從道路上看見 (小巷或公園除外)	需要許可証
直徑在 1.2 米和 2.4 米之間，從道路上無法看見並且： 碟形衛星接收天線符合以下所有壁階距離要求： 對超過 3.6 米到最多 6.9 米的每米高度，側邊或後部邊界的壁階距離為一米加 0.3 米，對超過 6.9 米的每米高度，側邊或後部邊界的壁階距離必須加一米，並且 如果碟形衛星接收天線在現有住房窗戶對面，其壁階距離至少應距離邊界 3 米。	不需要許可証
如果未符合上述任何壁階距離要求 (即使無法從道路上看見碟形衛星接收天線，這一條仍然適用)	需要許可証
直徑超過 2.4 米	不論可視情況或壁階距離如何， 均需獲得許可証

如果您安裝了碟形衛星接收天線卻未事先獲得許可証，並因此收到了相關信函，就必須在信函中註明的寬限期內(通常為 **28** 天)提交申請。如果您未能如期提交申請，就可能在未獲得進一步警告的情況下受到罰款。

如果您需要延長提交申請的時間，就必須與簽署信函的人士聯絡。(允許最多延長 **14** 天。)

如果您決定拆除碟形衛星接收天線而不申請許可証，就必須通知簽署信函的人士，並且做出物業檢查安排。

提交申請時必須包括以下資料：

- 申請表
- 土地產權證副本(不得超過 **3** 個月)
- 申請費
- 顯示碟形衛星接收天線至物業/柵欄的每條邊線距離的物業總平面圖
- 顯示住房、碟形衛星接收天線位置以及物業上其他任何結構的土地草圖。
- 若已經安裝了碟形衛星接收天線，則必須提供從物業各個角度(包括物業正面)拍攝的照片(即使從街道上無法看見碟形衛星接收天線)。

若未能提供所要求的全部資料，則可能導致申請被延誤、取消或拒絕。如果發生這種情況，則需要重新開始申請並支付新的申請費。

此外，您還需要對申請做出廣告，以通知週圍物業的住戶和/或業主。登廣告需支付額外的費用。在收到申請後，規劃辦事員將通知您需要支付多少費用。

若需要傳譯員服務，請致電 **131450**，並要求接通市政府市鎮規劃部。

若要在商業區安裝碟形衛星接收天線，則有不同的規定。

欲知詳情，請致電市鎮規劃部，電話：**9742-0879**。

# MGA PASILIDAD PARA SA TELECOMMUNICATIONS

## PANGRADYONG COMMUNICATIONS DISH TINATAWAG DING SATELLITE DISH

Ang pagkakabit ng mga pasilidad para sa Telecommunications ay ayon sa Code of Practice ng Telecommunications Facilities sa Victoria, Marso, 1999.

Noong ika 24 ng Hulyo 2003, ang Estadong Pamahalaan ay inilunsad ang isang natatanging pangangailangan sa ilalim ng section 52.04 ng lahat ng Pagpaplanong Pagbabalangkas (Panning scheme) na may kaugnayan sa satellite dishes. Sa ilalim ng batas ang isang permiso ay kinakailangan kung ang dish ay makikita sa anumang bahagi sa labas ng inyong pag-aari.

Ang Estadong Pamahalaan ay nagbigay ngayon ng bagong mga pangangailangan para sa satellite dishes na **Nagkabisa na noong pang ika15 ng Setyembre 2008** Ang mga bagong pangangailangan ay ibinalangkas sa ibaba at kinakailangang magkaroon ng permiso para sa isang satellite dish na mas malaki kaysa sa 1.2 metrong diyametro kung makikita ito mula sa karsada. (Liban pa sa isang eskinita o pampublikong liwasan) o kung ang dish ay hindi sumasang-ayon sa natatanging setback na pangangailangan mula sa hangganan, at para sa lahat ng mga satellite dishes na mas malaki kaysa sa 2.4 metro sa diyametro kahima't sa abot-tanaw nito. Ang pagbabago ng Pagpapaplanong Pamamaraang ito ay tumutukoy sa lahat ng Tinitirahan (Residential), Mababang Panahanang Tinitirahan (Low Density Residential), Magkahalong Gamit at Pambayang mga Zona (Mixed Use Zones ) at Pambayang Mga Zona ng isang Pagpapaplanong Pamaraan (Township Zones of a Planning Scheme).

### PAGPAPALIWANAG NG ISANG SATELLITE DISH

*Ang isang radio communications o satellite dish ay ipinapaliwanag bilang isang pabilog na dish antenna na ginagamit para magpadala at tumanggap ng radio frequency communications.*

*Ang isang radio communications dish ay kinabibilangan ng isang dish para sa satellite TV reception.*

### **PAPAANO KO MALALAMAN KONG KAILANGAN KO NG ISANG PERMIT?**

Ang mga sumusunod ay tumatayong isang gabay para sa pagpapasys kung kinakailangan ninyo ng isang Pagpaplanong Permiso ( Planning Permit) para sa inyong satellite dish.

Mababa sa 1.2 metro sa diyametro	Hindi kinakailangan ng permiso
Sa pagitan ng 1.2 metro at 2.4 metro sa diyametro at nakikita mula sa isang daan (Liban sa isang eskinita o pampublikong parke)	<b>Kinakailangan ng permiso</b>
Sa pagitan ng 1.2 metro at 2.4 metro sa diyametro na hindi nakikita sa isang daan . <b>At</b> Ang dish ay tumutugon sa lahat ng mga sumusunod na mga setback na distansiya: <ul style="list-style-type: none"> <li>• Isang Setback mula sa gilid o likuran ng hanggang Metre Plus 0.3 metres sa bawat metro na may taas na mahigit na 3.6 metro pataas hanggang sa 6.9 metro, na may dagdag na isang metro sa bawat metro na may mataas na mahigit na 6.9 metro <b>At</b> Ang dish ay may setback na humigit kumulang na 3 metro mula</li> </ul>	Hindi Kinakailangan ng Permit

sa hangganan na kung saan ito sa kabila ng isang tinitirhang kuwarto ng bintana	
Kung anumang sa itaas na setback na distansiya ay hindi nasunod . (Masususnod ito kahit hindi mo makita ang dish mula sa isang daan )	<b>Kinakailangan ng permiso</b>
Mas mahigit sa 2.4 metro sa diyametro	<b>Isang permiso ang kinakailangan kahit sa pagkakakita nito o setbacks</b>

***Kung nakatanggap kayo ng sulat dahil sa nagpalagay kayo ng isang Satellite dish nang wala munang pahintulot, kailangan ninyong maglodge ng aplikasyon sa loob ng grace period na nakalagay sa niyong sulat karaniwang 28 araw). Kung hindi niyo ito susundin, Maaari kayong mamultahan nang walang karagdagang babala.***

Kung kinakailangan ninyo ng palugit na panahon para ibigay ang inyong aplikasyon , dapat ninyong kontakin ang taong pumirma sa sulat. (Ang pinakamatagal na 14 araw ay pinahihintulutan para sa anumang panahon ng palugit.)

***Kung ipinasya ninyong alisin ang dish at hindi mag-apply ng permiso, kailangan ninyong abisuhan ang taong pumirma sa inyong sulat at Makipag-ayos sa pag-iinspeksiyong ng inyong ari-arian.***

Kung ihaharap ninyo ang inyong aplikasyon dapat ninyong isama ang sumusunod na impormasyon:

- Ang pormularyo ng inyong aplikasyon.
- Isang kopya ng inyong Land Title Certificate. ( kukulangin sa 3 buwan )
- Bayad sa aplikasyon.
- isang site plan ng inyong ari-arian na nagpapakita ng distansiya mula sa dish hanggang sa bawat ari-arian/linya ng bakod.
- Isang sketch ng lupa na nagpapakita ng inyong bahay, ang posisyon ng dish at anumang istraktura sa ari-arian.
- Kung Nailagay na ang dish kailangang magbigay ng litrato ng bawat angulo ng inyong ari-arian kasama na ang harapan ( kahit na ang dish ay hindi makikita mula sa daan).

**Ang hindi pagbibigay ng lahat ng kinakailangang imporamsyon ay maaaring maging resulta ng pagkabalang, pagkansela o pagtanggap ng inyong aplikasyon . Kung mangyayari ito maaari kayong magsimula naman at magbayad ng bagong halaga.**

Ang inyong aplikasyon ay kinakailangan ding ipatalastas sa mga tumitira o mga nagmamay-ari ng nakapalibot na mga pag-aari . Isang ekstrang kabayaran para sa pag-aanunsyo at Tagaplanong Opisyal (Planning Officer) ang magpapayo sa inyo kung gaano ang babayaran ninyo pagkatapos na matanggap ang aplikasyon.

Kung kinakailangan ninyo ang serbisyo ng isang tagapag-saling wika, mangyaring tumawag sa 131450 at pakisuyong Makipag-ugnay sa Council's Town Planning Department

Ibang pangangailangan ang susundin kung ang satellite dish ay ikakabit sa Zonang pangangalakal .

Kung kailangan pa ninyo ang mga karagdagang imporamsyon, mangyaring makipag-ugnay sa Town Planning Department sa 9742-0879.

# ΕΓΚΑΤΑΣΤΑΣΕΙΣ ΤΗΛΕΠΙΚΟΙΝΩΝΙΩΝ

## ΠΙΑΤΟ ΡΑΔΙΟ ΕΠΙΚΟΙΝΩΝΙΩΝ ΕΠΙΣΗΣ ΑΠΟΚΑΛΟΥΜΕΝΟ ΔΟΥΡΥΦΟΡΙΚΟ ΠΙΑΤΟ

Οι Εγκαταστάσεις των Τηλεπικοινωνιακών Εγκαταστάσεων υπόκεινται στον Κώδικα Συμπεριφοράς για τις Τηλεπικοινωνιακές Εγκαταστάσεις στη Βικτώρια, Μάρτιος 1999.

Στις 24 Ιουλίου 2003, η Πολιτειακή Κυβέρνηση εισηγήθηκε μια ειδική προϋπόθεση υπό της παραγράφου 52.04 για όλα τα Σχέδια Προγραμματισμού σχετικά με τα δορυφορικά πιάτα. Κάτω από αυτή τη νομοθεσία απαιτείται άδεια εάν το πιάτο μπορούσε να θεαθεί από οποιοδήποτε σημείο έξω από την ιδιοκτησία σας.

Η Πολιτειακή Κυβέρνηση έχει τώρα εισηγηθεί νέες προϋποθέσεις για δορυφορικά πιάτα που **Ισχύουν από τις 15 Σεπτεμβρίου 2008**. Οι νέες προϋποθέσεις αναφέρονται κατωτέρω και απαιτεί όπως ληφθεί μια άδεια για δορυφορικά πιάτα μεγαλύτερα από 1.2 μέτρα σε διάμετρο εάν είναι ορατό από το δρόμο (Εκτός από μια πάροδο ή δημόσιο πάρκο) ή εάν το πιάτο δεν ανταποκρίνεται σε ειδικές απαιτήσεις τοποθέτησης από σύνορα και για όλα τα πιάτα μεγαλύτερα από 2.4 μέτρα σε διάμετρο ανεξάρτητα από την ορατότητα. Αυτή η αλλαγή στα Σχέδια Προγραμματισμού εφαρμόζεται σε όλες τις Αστικές, Αστικές Χαμηλής Πυκνότητας, Μικτής Χρήσης και Ζώνες Κωμόπολης ενός Σχεδίου Προγραμματισμού.

### ΟΡΙΣΜΟΣ ΔΟΥΡΥΦΟΡΙΚΟΥ ΠΙΑΤΟΥ

*Ένα πιάτο ραδιο-επικοινωνιών ή δορυφορικό πιάτο ορίζεται ως μια κεραία κυκλικού πιάτου που χρησιμοποιείται για να στέλνει και να λαβαίνει επικοινωνίες ραδιοσυχνότητας. Ένα πιάτο ραδιο-επικοινωνιών συμπεριλαμβάνει πιάτο για λήψη δορυφορικής TV.*

### ΠΩΣ ΓΝΩΡΙΖΩ ΑΝ ΧΡΕΙΑΖΟΜΑΙ ΑΔΕΙΑ;

Τα κατωτέρω θα ενεργήσουν ως οδηγός αποφασίζοντας εάν χρειάζεσθε Άδεια Σχεδίου για το δορυφορικό σας πιάτο.

Κάτω από 1.2 μέτρα σε διάμετρο	Δεν χρειάζεται άδεια
Μεταξύ 1.2 μέτρων και 2.4 μέτρων σε διάμετρο και ορατό από ένα Δρόμο (Εκτός από μια πάροδο ή δημόσιο πάρκο)	<b>Χρειάζεται άδεια</b>
Μεταξύ 1.2 μέτρων και 2.4 μέτρων σε διάμετρο και μη ορατό από ένα Δρόμο. <b>Και</b> Το πιάτο ανταποκρίνεται σε όλες τις ακόλουθες αποστάσεις τοποθέτησης : •Μια απόσταση από το πλαϊνό ή το πίσω σύνορο ενός Μέτρου Συν 0.3 μέτρα για κάθε μέτρο ύψους πάνω από 3.6 μέτρα έως 6.9 μέτρα, συν ένα μέτρο για κάθε μέτρο ύψους πάνω από 6.9 μέτρα <b>Και</b> Το πιάτο τοποθετείται σε απόσταση τουλάχιστον 3 μέτρων από το σύνορο όπου είναι απέναντι ενός υπάρχοντος παραθύρου κατοικίσιμου δωματίου.	Δεν χρειάζεται άδεια
Εάν οποιεσδήποτε από τις ανωτέρω αποστάσεις τοποθέτησης δεν εκπληρώνονται. (Αυτό ισχύει ακόμα και αν δεν μπορείς να δεις το πιάτο από ένα δρόμο)	<b>Χρειάζεται Άδεια</b>



Πάνω από 2.4 μέτρα σε διάμετρο

**Χρειάζεται άδεια άσχετα της ορατότητας ή απόσταση τοποθέτησης**

**Εάν έχετε λάβει γράμμα διότι έχετε εγκαταστήσει ένα Δορυφορικό πιάτο χωρίς να πάρετε πρώτα άδεια, πρέπει να καταθέσετε μια αίτηση εντός της περιόδου χάριτος που αναφέρεται στο γράμμα (συνήθως 28 ημέρες). Εάν αποτύχετε να το κάνετε αυτό, μπορεί να σας επιβληθεί πρόστιμο χωρίς περαιτέρω ειδοποίηση.**

Εάν χρειάζεστε μια παράταση χρόνου για να υποβάλλετε μια αίτηση, πρέπει να επικοινωνήσετε με το άτομο που υπέγραψε το γράμμα. (Το μέγιστο όριο που επιτρέπεται για όποια παράταση χρόνου είναι 14 ημέρες.)

**Εάν αποφασίσετε να βγάλετε το πιάτο και δεν κάνετε αίτηση για άδεια, πρέπει να πληροφορήσετε το άτομο που υπέγραψε το γράμμα σας και να κανονίσετε μια επιθεώρηση της ιδιοκτησίας σας.**

Όταν καταθέσετε την αίτησή σας πρέπει να συμπεριλάβετε τις ακόλουθες πληροφορίες:

- Το έντυπο αίτησης.
- Ένα αντίγραφο του Πιστοποιητικού Τίτλου Γης. (λιγότερο από 3 μήνες παλιό)
- Τέλη αίτησης.
- Ένα σχέδιο χώρου της ιδιοκτησίας σας δείχνοντας την απόσταση από το πιάτο προς κάθε σύνορο /φράκτη της ιδιοκτησίας.
- Ένα σκίτσο του εδάφους δείχνοντας την οικία σας, τη θέση του πιάτου και ό,τι άλλες δομές στην ιδιοκτησία.
- Εάν το πιάτο έχει ήδη εγκατασταθεί πρέπει να προμηθεύσετε φωτογραφίες από κάθε γωνία της ιδιοκτησίας σας συμπεριλαμβανομένου του μπροστινού ( ακόμη και αν το πιάτο δεν μπορεί να ιδωθεί από το δρόμο).

**Αποτυχία παροχής όλων των απαιτούμενων πληροφοριών ίσως καταλήξει στο να αργοπορήσει η αίτηση σας, αναβληθεί ή απορριφθεί. Εάν συμβεί αυτό θα πρέπει να αρχίσετε πάλι και να καταβάλετε νέα αμοιβή.**

Η αίτηση σας θα χρειαστεί επίσης να διαφημιστεί στους κατόχους και ή ιδιοκτήτες των γύρω ιδιοκτησιών. Πληρώνεται ένα έξτρα ποσό για διαφήμιση και ο Υπάλληλος Σχεδίου θα σας συμβουλευσει πόσο θα πρέπει να πληρώσετε αφού ληφθεί η αίτηση.

Εάν χρειάζεστε τις υπηρεσίες ενός μεταφραστή, παρακαλώ τηλεφωνήστε στο 131450 και ζητήστε να συνδεθείτε με το Τμήμα Πολεοδομίας του Δήμου.

Ισχύουν διαφορετικές απαιτήσεις όταν το δορυφορικό πιάτο είναι εγκατεστημένο σε Επιχειρησιακή Ζώνη.

Εάν χρειάζεστε περαιτέρω πληροφορίες, παρακαλώ επικοινωνήστε με το Τμήμα Πολεοδομίας στο 9742-0879.

## IMPIANTI PER LE TELECOMUNICAZIONI

### PARABOLA PER LE COMUNICAZIONI RADIO CHIAMATA ANCHE PARABOLA SATELLITARE

Le installazioni di impianti per le telecomunicazioni nel Victoria sono regolate dal Codice per la Pratica riguardante le Strutture per le Telecomunicazioni, del Marzo 1999.

Il 24 luglio del 2003, il Governo statale introdusse un requisito specifico nella sezione 52.04 di tutti i Piani Regolatori, in relazione alle parabole satellitari. Secondo questa legge è necessario un permesso, se la parabola è visibile da qualsiasi punto esterno alla tua proprietà.

Il governo statale ha ora introdotto nuovi requisiti per le parabole satellitari, **validi a partire dal 15 settembre del 2008**. I nuovi requisiti sono esposti qui sotto, e prevedono un permesso per le parabole satellitari più grandi di 1 metro e 20 centimetri di diametro, se sono visibili da una strada (eccetto da un vicolo o da un parco pubblico); se la parabola non soddisfa gli specifici requisiti di arretramento dai confini; e per tutte le parabole satellitari più grandi di 2 metri e 40 centimetri di diametro, indipendentemente dalla loro visibilità. Questo cambiamento ai Piani Regolatori è valido per tutte le zone Residenziali, le zone Residenziali a bassa densità, le zone ad Uso misto e le Zone Municipali del Piano Regolatore.

#### DEFINIZIONE DI UNA PARABOLA SATELLITARE

*La parabola per comunicazioni radio o satellitari è un'antenna-piatto rotunda, usata per inviare e ricevere comunicazioni su frequenza radio.*

*Tra le parabole per le comunicazioni c'è anche quella per la ricezione della TV satellitare.*

#### **COME FACCIAMO A SAPERE SE MI SERVE UN PERMESSO?**

Qui di seguito c'è una guida per decidere se hai bisogno di un Permesso Urbanistico per la tua parabola satellitare.

Meno di 1 metro e 20 centimetri di diametro	Non è necessario il permesso
Tra un 1 metro e 20 centimetri e 2 metri e 40 centimetri di diametro e con parabola visibile da una strada (Eccetto da un vicolo o da un parco pubblico)	<b>E' necessario il permesso</b>
Tra 1 metro e 20 centimetri e 2 metri e 40 centimetri di diametro e non visibile da una strada. <b>E</b> La parabola rispetta tutte le seguenti distanze di arretramento: •Un arretramento dal confine laterale o posteriore di un metro, più 30 centimetri per ogni metro di altezza al di sopra dei 3 metri e 60 centimetri, e fino a 6 metri e 90 centimetri, più un metro per ogni metro di altezza al di sopra dei 6 metri e 90 centimetri <b>E</b> La parabola è arretrata di almeno 3 metri dal confine, quando si trova davanti alla finestra già esistente di una stanza abitabile.	Non è necessario il permesso

Se non fosse rispettata una qualunque delle suddette distanze di arretramento. (Ciò è valido anche se la parabola non fosse visibile da una strada)	<b>E' necessario il permesso</b>
Oltre i 2 metri e 40 centimetri di diametro	<b>E' necessario il permesso indipendentemente dalla visibilità della parabola o dall'arretramento</b>

***Se hai ricevuto una lettera perché hai installato una parabola satellitare senza permesso, devi presentare domanda entro il periodo di grazia dichiarato dalla lettera (normalmente 28 giorni). Se non presenti la domanda, potresti essere multato senza ulteriore avviso.***

Se ti servisse più tempo per la presentazione della domanda, devi contattare la persona firmataria della lettera. (Qualsiasi estensione del tempo entro cui presentare la domanda non va oltre i 14 giorni)

***Se decidessi di togliere la parabola e non fare domanda per il permesso, devi avvisare la persona firmataria della tua lettera e organizzare un'ispezione della tua proprietà.***

Quando presenti la domanda devi includere le seguenti informazioni:

- Il modulo della domanda.
- Una copia del tuo Titolo di Proprietà (Land Title Certificate). (Meno di 3 mesi vecchio)
- La tassa per la domanda.
- Una mappa del sito della tua proprietà in cui viene mostrata la distanza della parabola dal confine/staccionata di ciascuna proprietà.
- Un disegno della proprietà in cui si mostra la tua casa, la posizione della parabola e qualsiasi altra struttura sulla proprietà.
- Se la parabola è già installata devi presentare delle foto scattate da ogni angolo della tua proprietà, incluso il davanti (perfino se la parabola non fosse visibile dalla strada).

**La non presentazione di tutte le informazioni potrebbe causare il ritardo nell'esame della tua domanda, la cancellazione o il rifiuto della domanda. In questo caso dovrai rifare tutta la pratica, pagando una nuova tassa.**

La tua domanda dovrà inoltre essere comunicata agli occupanti e/o proprietari delle proprietà circostanti. Devi pagare un'altra tassa per tale comunicazione e il Planning Officer ti dirà l'ammontare dopo la presentazione della domanda.

Se hai bisogno di un traduttore, sei pregato di telefonare al 131450 e chiedere di essere messo in contatto con il Town Planning Department del Comune.

Ci sono requisiti diversi per l'installazione di una parabola satellitare in una Zona Commerciale.

Se desiderassi ulteriori informazioni, sei pregato di contattare il Town Planning Department, telefonando il numero 9742-0879.

# FACILITAJIET TA' TELEKOMUNIKAZZJONIJIET

## DIXX TA' TELEKOMUNIKAZZJONIET BIR-RADJU MAGHRUF UKOLL BHALA DIXX TAS-SATELLITA

Maltese

Installazzjonijiet ta' Facilitajiet ta' Telekomunikazzjonijiet huma suggetti għall-Kodiċi ta' Prattika għall-Facilitajiet ta' Telekomunikazzjonijiet f'Victoria, Marzu 1999.

Nhar l-24 ta' Lulju 2003, il-Gvern Statali introduċa htieġa speċifika taht taqsima 52.04 tal-Iskemi kollha tal-Ippjanar f'dak li għandu x'jaqsam ma' dixxijiet ta' satellita. Taht dik il-leġislazzjoni permess huwa mehtieġ jekk id-dixx ikun jista' jidher minn xi naħa barra l-propjetà tiegħek.

Il-Gvern Statali issa introduċa htigijiet godda għal dixxijiet ta' satellita, **b'effett mill-15 ta' Settembru 2008**. Il-htigijiet godda huma msemija hawn taht u jehtiegu li jinkiseb permess għal dixx ta' satellita li jkun akbar minn 1.2 metri fid-dijametru jekk ikun jidher mit-triq (minbarra minn lane jew minn park pubbliku) jew jekk id-dixx ma jkunx skont il-htigijiet speċifiċi poġġut lura mill-konfini, u għad-dixxijiet tas-satellita kollha li jkunu akbar minn 2.4 metri fid-dijametru irrispettivament jekk jidherx jew le. Din il-bidla għall-Iskemi ta' Ippjanar tapplika għaż-Żoni kollha Residenzjali, Żoni Residenzjali b'Densità Baxxa, Żoni għal Użu Divers u ta' Bliet ta' Skema ta' Ippjanar.

### DEFINIZZJONI TA' DIXX TA' SATELLITA

*Dixx ta' komunikazzjonijiet tar-radju jew dixx ta' satellita huwa definit bħala antenna b'dixx ċirkulari wżata biex tibgħat u tirċievi komunikazzjonijiet ta' frekwenza bir-radju. Dixx ta' komunikazzjoni bir-radju jinkludi dixx biex tirċievi TV bis-satellita.*

### **KIF INKUN NAF JEKK IKOLLIX BŻONN PERMESS?**

Dan li ġej iservik bħala gwida biex tiddeċiedi jekk ikollokx bżonn ta' Permess tal-Ippjanar għad-dixx ta' satellita tiegħek.

Taht 1.2 metri f'dijametru	Mhux mehtieġ permess
Bejn 1.2 metri u 2.4 metri f'dijametru u jkun jidher minn Triq (Minbarra lane jew park pubbliku)	<b>Mehtieġ Permess</b>
Bejn 1.2 metri u 2.4 metri f'dijametru u ma jkunx jidher minn Triq. U Id-dixx ikun poġġut lura skont id-distanzi kollha kif ġej: •Poġġut lura mill-ġenb jew konfini fin-naħa ta' wara ta' Metru b'Żjieda ta' 0.3 metri għal kull metru ta' tul aktar minn 3.6 metri sa 6.9 metri, b'żjieda ta' metru għal kull metru tul aktar minn 6.9 metri U Id-dixx ikun poġġut lura ta' lanqas 3 metri mill-konfini fejn ikun faċċata ta' tieqa ta' kamra eżistenti fejn jgħixu n-nies.	Mhux mehtieġ Permess
Jekk xi waħda mid-distanzi poġġuti lura msemija hawn fuq ma tintlaħaqx. (Dan japplika wkoll anke jekk ma tkunx tista' tara d-dixx minn triq)	<b>Mehtieġ Permess</b>
Aktar minn 2.4 metri f'dijametru	<b>Mehtieġ permess irrispettivament ikunx jidher jew kemm ikun poġġut lura</b>

***Jekk irċivejt ittra għaliex tkun installajt dixx ta' Satellita mingħajr ma tkun ħadt permess l-ewwel, għandek tagħmel applikazzjoni fil-perjodu ta' żmien mogħti fl-ittra tiegħek biex tħalli d-dixx (normalment 28 ġurnata). Jekk tonqos li tagħmel dan, tista' tkun immultat mingħajr ma tingħata twissija oħra.***

Jekk tkun trid estensjoni ta' żmien biex tissottometti applikazzjoni, għandek tikkuntattja lill-persuna li tkun iffirmat l-ittra. (Massimu ta' 14-il ġurnata huwa permess għal kull estensjoni ta' żmien).

***Jekk tiddeċiedi li tneħħi d-dixx u ma tapplikax għal permess, għandek tavża lill-persuna li tkun iffirmat l-ittra tiegħek u tirrangja biex issir spezzjoni tal-propjetà tiegħek.***

Meta tibgħat l-applikazzjoni tiegħek għandek tinkludi l-informazzjoni li ġejja:

- Il-formula ta' applikazzjoni tiegħek.
- Kopja taċ-Certifikat tat-Titlu tal-Art tiegħek. (ma jkollhiex aktar minn 3 xhur żmien)
- Hlas tal-applikazzjoni.
- Pjanta tal-post tal-propjetà tiegħek li turi d-distanza mid-dixx għal kull propjetà/linja tal-fence.
- Abbozz tal-art li juri d-dar tiegħek, il-pożizzjoni tad-dixx u kull strutturi oħra fuq il-propjetà tiegħek.
- Jekk id-dixx ikun diġà installat għandek tipprovdi ritratti minn kull angolu tal-propjetà tiegħek inkluża n-naħa ta' quddiem (anke jekk id-dixx ma jkunx jista' jidher mit-triq).

***Jekk tonqos li tipprovdi l-informazzjoni kollha meħtieġa jista' jirriżulta li l-applikazzjoni tiegħek tiddardja, tkun ikkanċellata jew irrifjutata. Jekk jiġri dan ikollok terġa' tibda u tħallas mill-ġdid.***

L-applikazzjoni tiegħek trid tkun ukoll irreklamata għal dawk li joqogħdu u jew sidien ta' propjetajiet fil-madwar. Isir hlas ieħor għal reklamar u l-Uffiċjal tal-Ippjanar jgħarrfek kemm ikollok tħallas wara li jirċievu l-applikazzjoni tiegħek.

Jekk ikollok bżonn is-servizzi ta' traduttur, jekk jogħġbok ċempel 131450 u itlob biex tkun imqabba mat-Town Planning Department (Dipartiment tal-Ippjanar tal-Belt) tal- Kunsill.

Japplikaw htigijiet differenti meta dixx ta' satellita jkun installat f'Żona ta' Negozju.

Jekk ikollok bżonn aktar informazzjoni, jekk jogħġbok ikkuntattja it-Town Planning Department fuq 9742-0879.

# ТЕЛЕКОМУНИКАЦИОНА ОПРЕМА

## РАДИО КОМУНИКАЦИОНИ ТАЊИР ТАКОЋЕ ПОЗНАТ КАО САТЕЛИТСКИ ТАЊИР

Инсталирање телекомуникационе опреме подлеже закону о пракси за телекомуникациону опрему у Викторији, март 1999. године.

Државна влада је 24. јула 2003. године унела у параграф 52.04 посебан услов који се односи на инсталирање свих сателитских тањира. У складу са тим условом, потребно је да имате дозволу ако се тањир види са било које тачке изван вашег имања.

Државна влада је сада увела нове услове који се односе на инсталирање сателитских тањира, а ови услови су **ступили на снагу 15. септембра 2008.године**. Нови услови су наведени ниже и у складу са њима потребна је дозвола за сателитски тањир који је у пречнику већи од 1.2 метра, ако је тањир видљив са улице (осим ако је у питању пролаз или јавни парк), или ако положај тањира на испуњава посебне услове у вези одстојања од граница, као и за све сателитске тањире који су у пречнику већи од 2.4 метра, без обзира на видљивост. Ова промена у планском програму односи се на све стамбене зоне, стамбене зоне са ниском популацијом, зоне са вишеструком наменом и градске зоне обухваћене планским програмом.

### ДЕФИНИЦИЈА САТЕЛИТСКОГ ТАЊИРА

*Радио комуникациони или сателитски тањир је дефинисан као округла тањираста антена која се користи за слање и примање комуникације путем радио фреквенције.*

*Радио комуникациони тањир укључује и тањир за сателитску телевизијску рецепцију.*

### **КАКО ДА ЗНАМ ДА ЛИ МИ ЈЕ ПОТРЕБНА ДОЗВОЛА?**

Ниже наведена табела послужиће као водич у одлучивању да ли вам је потребна планска дозвола за сателитски тањир.

Ако је тањир мањи од 1.2 метра у пречнику	Дозвола није потребна
Ако је тањир између 1.2 метра и 2.4 метра у пречнику и видљив са пута (осим ако је у питању пролаз или јавни парк)	<b>Дозвола је потребна</b>
Ако је тањир између 1.2 метра и 2.4 метра у пречнику и није видљив са пута <b>и</b> положај тањира испуњава сва наведена одстојања: <ul style="list-style-type: none"><li>• одстојање од једног метра од бочне и задње границе, плус 0.3 метра за сваки метар висине изнад 3.6 метра до 6.9 метра, плус један метар за сваки метар висине од 6.9 метра <b>и</b></li></ul> ако је тањир је инсталиран бар 3 метра од границе где је насупрот прозору стамбене просторије.	Дозвола није потребна

Ако било које одстојање није испоштовано (ово се односи и на случај да се тањир не види са пута)	<b>Дозвола је потребна</b>
Ако је тањир преко 2.4 метра у пречнику	<b>Дозвола је потребна без обзира на видљивост или одстојања</b>

**Ако сте примили писмо зато што сте инсталирали сателитски тањир без претходне дозволе, морате да у оквиру дозвољеног термина наведеног у писму (обично 28 дана) поднесете захтев за добијање дозволе. Ако пропустите да то урадите, могуће је да платите казну без претходног упозорења.**

Ако вам је потребно додатно време за подношење захтева, морате да контактирате особу која је потписала писмо. (Максимално дозвољено време је 14 дана за сваки продужени термин за подношење захтева.)

**Ако одлучите да уклоните тањир и не поднесете захтев за добијање дозволе, морате да обавестите особу која је потписала писмо и организујете инспекцију вашег имања.**

Када поднесете захтев морате да укључите и следеће информације:

- формулар
- копију потврде о власништву имања (не старију од 3 месеца)
- таксу
- план вашег имања који показује растојање тањира у односу на граничну линију сваког имања/ограде.
- скицу земљишта која приказује вашу кућу, положај тањира и осталих објеката на имању
- ако је тањир већ инсталиран, морате да приложите фотографије које приказују тањир гледан из сваког угла вашег имања, укључујући и фронтални изглед (чак и ако се тањир на види са улице).

**Ако пропустите да доставите све тражене информације, решавање вашег захтева може да се продужи, или захтев може да буде поништен или одбијен. Ако се то догоди, мораћете да поднесете нови захтев и платите нову таксу.**

Ваш захтев такође треба да се огласи корисницима или власницима суседних имања. За оглашавање се плаћа додатна такса и након што је захтев примљен, службеник за планирање ће вас обавестити колико ћете морати да платите.

Ако су вам потребне услуге преводиоца, молимо да назовете 131450 и затражите да вас повежу са општинском службом за градско планирање.

За сателитски тањир инсталиран у пословној зони важе друга правила.

Ако су вам потребна додатна обавештења, молимо да назовете општинску службу за градско планирање на 9742-0879.

# ACCESORIOS DE TELECOMUNICACIONES

## ANTENA PARABÓLICA DE RADIO COMUNICACIONES TAMBIÉN LLAMADA ANTENA PARABÓLICA SATELITAL

Las instalaciones de Accesorios de Telecomunicaciones se hallan sujetas al Código de Práctica para Accesorios de Telecomunicaciones de Victoria, de Marzo de 1999.

El 24 de Julio de 2003, el Gobierno del Estado introdujo un requisito específico bajo la sección 52.04 de todos los Programas de Planificación relacionados con antenas parabólicas satelitales. Bajo dicha legislación se requiere un permiso si la antena parabólica es visible desde cualquier punto fuera de su propiedad.

El Gobierno del Estado ha introducido nuevos requisitos para antenas parabólicas satelitales **a partir del 15 de septiembre de 2008**. Los nuevos requisitos se detallan a continuación y es necesario obtener un permiso para las antenas parabólicas satelitales mayores de 1,2 metros de diámetro si son visibles desde la calle (que no sea un callejón o parque público) o si las antenas parabólicas no cumplen con requisitos específicos de separación de los límites (lindes), y para todas las antenas parabólicas satelitales mayores de 2,4 metros de diámetro, sin importar la visibilidad. Este cambio a los Programas de Planificación se aplica a todas las Zonas Residenciales, residenciales de baja densidad, de uso mixto y Municipales del Programa de Planificación.

### DEFINICIÓN DE ANTENA PARABÓLICA SATELITAL

*Una antena de radio comunicaciones o parabólica satelital se define como una antena parabólica circular utilizada para enviar y recibir comunicaciones de radio frecuencia. La antena parabólica de radio comunicaciones incluye la antena parabólica para recepción de TV satelital.*

### **¿CÓMO SÉ SI NECESITO PERMISO?**

La siguiente es una guía para ayudarlo a decidir si requiere un Permiso de Planificación para su antena parabólica satelital.

Menos de 1,2 metros de diámetro	No se requiere permiso
Entre 1,2 metros y 2,4 metros de diámetro y visible desde la vía pública (Que no sea callejón o parque público)	<b>Se requiere permiso</b>
Entre 1,2 metros y 2,4 metros de diámetro y no visible desde la vía pública. <b>Y</b> La antena parabólica cumple con todas las siguientes distancias de separación: • Una separación del linde lateral o posterior de un metro más 0,3 metros por cada metro de altura por encima de 3,6 metros y hasta 6,9 metros, más un metro por cada metro de altura por encima de 6,9 metros <b>Y</b> La antena parabólica está separada por lo menos 3 metros del linde cuando se encuentre directamente frente a la ventana de una habitación existente.	No se requiere permiso
Si no se cumple con alguna de las distancias de separación indicadas.	<b>Se requiere permiso</b>



(Esto se aplica aun cuando no se pueda ver la antena parabólica desde la vía pública)	
Por encima de 2,4 metros de diámetro	<b>Se requiere permiso sin importar la visibilidad o la separación</b>

***Si ha recibido esta carta por haber instalado una Antena parabólica satelital sin antes obtener un permiso, deberá presentar una solicitud dentro del periodo de gracia indicado en su carta (normalmente, 28 días). Si no cumpliera con esto, podrá ser multado sin advertencia previa.***

En caso de requerir una extensión (prórroga) para presentar la solicitud, póngase en contacto con la persona que firma la carta. (Como prórroga podrá darse un máximo de 14 días.)

***Si decide retirar la antena parabólica y no solicitar un permiso, deberá avisar a la persona que firma la carta y pedir una inspección de su propiedad.***

Cuando presente su solicitud ***deberá*** incluir la siguiente información:

- El formulario de solicitud.
- Copia de su título de propiedad (Land Title Certificate), de menos de 3 meses de antigüedad.
- El arancel de solicitud.
- Un plano de su propiedad que muestre la distancia entre la antena parabólica y cada propiedad/linde (tapia).
- Un bosquejo del terreno que muestre su casa, la posición de la antena parabólica y de toda otra estructura que exista en la propiedad.
- Si la antena parabólica ya está instalada, deberá entregar fotos desde todos los ángulos de su propiedad incluido el frente (aun si la antena parabólica no puede verse desde la calle).

**El incumplimiento con la provisión de toda la información requerida podrá hacer que su solicitud se vea demorada , cancelada o rechazada. Si sucediera esto, deberá reiniciar el trámite y pagar el arancel nuevamente.**

También será necesario anunciar su solicitud a los ocupantes y/o propietarios de propiedades vecinas. Deberá pagar un arancel extra para los anuncios y el funcionario de Planificación le indicará cuánto tendrá que pagar luego de recibir la solicitud.

Si requiere los servicios de un traductor, llame al 131450 y pida que lo comuniquen con el Departamento de Planificación Urbana (Town Planning Department).

Existen requisitos diferentes cuando la antena parabólica satelital es instalada en una Zona Comercial.

Si requiere más información, póngase en contacto con el Departamento de Planificación Urbana (Town Planning Department) llamando al 9742-0879.

# TELEKOMÜNİKASYON ARAÇLARI

## RADYO KOMÜNİKASYON ÇANAK ANTENİ DİĞER ADIYLA UYDU ÇANAK ANTENİ

Telekomünikasyon Araçlarının takılması Mart 1999 tarihinde yürürlüğe giren Telekomünikasyon Araçlarının takılmasını düzenleyen yönetmeliğe göre yapılmalıdır.

24 Temmuz 2003 tarihinde Eyalet Hükümeti Şehir Planlama yasasının 52.04 maddesi içinde uydu çanak antenleri ile ilgili özel bir şart yürürlüğe koymuştu. Bu maddeye göre, eğer bir çanak uydu anten evinizin dışındaki her hangi bir yerden görülebiliyorsa, ruhsat (permit) alınması gerekmektedir.

Eyalet Hükümeti **15 Eylül 2008 tarihinden itibaren** uydu çanak antenleri için yeni kurallar yürürlüğe koymuştur. Yeni kurallar aşağıda açıklanmaktadır. Buna göre 1.2 metre çapından büyük bir çanak anten sokaktan görülebiliyorsa (arayol veya parktan görülenler hariç) veya sınır çizgilerinden asgari uzaklık (setback) mesafesine uymuyorsa ve sokaktan gözüksün gözükmese 2.4 metre çapından büyük tüm çanak antenler için permit (izin) alınması gerekmektedir. Şehir Planlama yasasında yapılan bu değişiklik tüm meskun mahaller, Düşük Yoğunluktaki Meskun Mahaller, Karışık Kullanıma Açık Mahaller ve Şehir Alanlarında geçerlidir.

### UYDU ÇANAK ANTENİN TANIMI

*Radyo iletişim veya çanak anteni radyo frekansı yayınlarını göndermek veya almak için kullanılan daire şeklindeki antendir. Radyo iletişim çanak anteni uydu TV yayınlarını çekmek için kullanılan çanak antenleri de kapsamaktadır.*

### **PERMİT ALMAM GEREKİP GEREKMEDİĞİNİ NASIL BİLEBİLİRİM?**

Aşağıdaki rehberde uydu çanak anteniniz için Şehir Planlama permiti almanız gerekip gerekmediğini öğrenebilirsiniz.

Çapı 1.2 metrenin altında ise	Permit gerek yok
Çapı 1.2 metre ile 2.4 metre arasında ise ve sokaktan (arayollar veya parklar hariç) görülebiliyorsa	<b>Permit gerekmektedir</b>
Çapı 1.2 metres ve 2.4 metre arasında ise ve yoldan görülebiliyorsa <b>ve</b> Çanak anten aşağıdaki setback mesafelerine uygun takılmalıdır: • Yandan veya arka taraftan bir metre setback mesafesi bırakılmalı ARTI 3.6m ile 6.9m arasındaki her metre yüksekliğin 0.3m eklenmelidir, ART 6.9m üzerindeki her bir metre yükseklik için bir metre eklenmelidir <b>ve</b> çanak anten mevcut kullanılabilir durumdaki bir pencerenin karşısında ise sınırdan en az 3 metre setback mesafesi bırakılmalıdır.	Permit gerek yok
Yukarıdaki setback mesafesi kurallarına uyulmamışsa, (Çanak anten yoldan gözükmese bile bu geçerlidir)	<b>Permit gerekmektedir</b>
Çapı 2.4 metreden büyük ise	<b>Yoldan gözükp gözükmeye ve asgari setback mesafesine bakılmaksızın Permit gerekmektedir</b>

**Önceden Permit (izin) almadan çanak anten taktığınıza dair bir uyarı yazısı elinize geçerse, yazı üzerinde belirtilen süre içinde (genellikle 28 gün) permit için başvurmanız gerekmektedir. Şayet bunu yapmazsanız, başka bir uyarı verilmeden, para cezası verilebilir.**

Permit başvurusunu yapmak için ek süreye ihtiyaç duyuyorsanız, size gönderilen yazıyı imzalayan görevli ile irtibat kurunuz. (En fazla 14 gün ek süre verilebilir.)

**Çanak anteni sökmeye ve permit için başvurmamaya karar verirsiniz, size gönderilen uyarı yazısını imzalayan kişiye bildiriniz. Bunun yaptığının kontrol edilmesi için teftiş edilmesi (inspection) gerekecektir.**

Başvuruda bulunduğunuzda aşağıdaki bilgileri ekleyiniz:

- Başvuru formu.
- Tapunuzun bir kopyası. (3 aydan daha eski olmamalıdır)
- Başvuru ücreti
- Çanak antenin evinizden diğer ev ve arsalarla veya fence çizgisine olan mesafesini gösteren çevre planı.
- Evinizi, çanak antenin yerini ve arsanızdaki diğer yapıları gösteren bir çizim (sketch).
- Çanak anten önceden takılmış ise, arsanızın önünden de dahil olmak üzere her açıdan çekilmiş fotoğraflarını (çanak anten yoldan gözüküyor olsa bile) ekleyiniz.

**Gerekli bilgilerin tümünün verilmemesi halinde başvurunuz gecikebilir, iptal edilebilir veya reddedilebilir. Böyle bir durumda, tekrar başvurmanız ve yeniden başvuru ücreti ödemeniz gerekecektir.**

Başvurunuzun komşu ve çevre konutlarda oturanlara ve/veya sahiplerine de ilanla duyurulması gerekmektedir. İlan (advertising) için ek bir ücret alınmaktadır. Bu ücretin ne kadar olacağını, başvurunuz elimize geçtikten sonra Şehir Planlama Memuru size bildirecektir.

Tercümana ihtiyaç duyuyorsanız, 131450 numaralı telefonu arayarak Belediyenin Şehir Planlama (Town Planning) Bölümüne bağlamalarını isteyiniz.

Sanayi bölgelerinde çanak anten takılması halinde, farklı şartlar geçerlidir.

Daha fazla bilgi gerekirse, 9742-0879 numaralı telefondan Town Planning Department ile görüşünüz.

# THIẾT BỊ VIỄN THÔNG

## ĂNG TEN ĐĨA TRUYỀN SÓNG VÔ TUYẾN CŨNG ĐƯỢC GỌI LÀ ĂNG TEN ĐĨA VỆ TINH

Việc lắp đặt các thiết bị viễn thông phải theo đúng Tiêu chuẩn xây dựng các Thiết bị Viễn thông tại tiểu bang Victoria, đã được ban hành vào tháng Ba năm 1999.

Ngày 24 Tháng Bảy năm 2003, Chính quyền Tiểu bang đã thiết lập những qui định đặc biệt trong Điều 52.04 cho tất cả các Chương trình Qui hoạch liên quan đến ăng ten đĩa vệ tinh. Theo đạo luật này, quý vị phải có giấy phép nếu muốn lắp đặt một ăng ten đĩa vệ tinh và nếu ăng ten này có thể nhìn thấy được từ bên ngoài phần đất của quý vị ở bất cứ góc độ nào.

Chính quyền Tiểu bang hiện nay đã ban hành những qui định mới đối với các ăng ten đĩa vệ tinh và **bắt đầu có hiệu lực kể từ ngày 15 Tháng Chín năm 2008**. Những qui định mới này được ghi dưới đây và đòi hỏi quý vị phải có giấy phép để lắp đặt một ăng ten đĩa vệ tinh với đường kính lớn hơn 1,2 mét nếu có thể nhìn thấy được từ ngoài đường (không phải từ đường hẻm hay công viên) hoặc nếu ăng ten đĩa được lắp đặt không thoả mãn các qui định đặc biệt về khoảng cách thụt vào tính từ hàng rào hay lằn ranh đất, và đối với tất cả các ăng ten đĩa có đường kính lớn hơn 2,4 mét dù từ bên ngoài đường nhìn vào có thấy ăng ten hay không. Chi tiết thay đổi trong các Chương trình Qui hoạch này được áp dụng cho tất cả Khu Nhà ở, Khu Nhà ở có mật độ thấp, Khu sử dụng hỗn hợp và Khu Đô thị trong Chương trình Qui hoạch.

### ĐỊNH NGHĨA ĂNG TEN ĐĨA VỆ TINH

*Ăng ten đĩa truyền sóng vô tuyến hay vệ tinh được định nghĩa là một ăng ten đĩa hình tròn được sử dụng để phát và nhận sóng có tần số vô tuyến.*

*Một ăng ten đĩa truyền sóng vô tuyến gồm một ăng ten đĩa để nhận sóng truyền hình qua vệ tinh.*

### **LÀM THẾ NÀO ĐỂ TÔI BIẾT LÀ MÌNH CẦN PHẢI XIN GIẤY PHÉP?**

Sau đây là phần hướng dẫn chỉ để giúp quý vị quyết định xem mình có cần phải xin một giấy phép lắp đặt ăng ten đĩa vệ tinh hay không.

Ăng ten đĩa có đường kính ngắn hơn 1,2 mét	Không cần có giấy phép
Ăng ten đĩa có đường kính từ 1,2 mét đến 2,4 mét và nhìn thấy được từ ngoài đường (không phải từ đường hẻm hay công viên)	<b>Phải có giấy phép</b>
Ăng ten đĩa có đường kính từ 1,2 mét đến 2,4 mét và nhìn từ ngoài đường vào không thấy. <b>Và</b> Đĩa phải thoả mãn mọi khoảng cách thụt vào sau đây: <ul style="list-style-type: none"><li>• Khoảng cách thụt vào từ lằn ranh đất bên hông hoặc phía sau nhà là</li></ul> Một mét cộng thêm 0,3 mét cho mỗi mét chiều cao ăng ten trên 3,6 mét tới 6,9 mét, cộng thêm một mét cho mỗi mét chiều cao ăng ten trên 6,9 mét <b>Và</b> Ăng ten đĩa được đặt thụt vào ít nhất là 3 mét từ lằn ranh đất khi ăng ten đĩa được đặt đối diện với cửa sổ phòng ngủ của nhà lán giềng có người cư ngụ.	Không cần có giấy phép

<p>Nếu không thoả mãn được bất cứ khoảng cách thụt vào nào ghi trên. (Điều này cũng được áp dụng cho trường hợp quý vị không nhìn thấy ăng ten đĩa từ phía ngoài đường)</p>	<p><b>Phải có giấy phép</b></p>
<p>Ăng ten đĩa có đường kính trên 2,4 mét</p>	<p><b>Phải có giấy phép dù có nhìn thấy ăng ten hay không hoặc bất cứ khoảng cách thụt vào nào</b></p>

***Nếu quý vị đã nhận được thư vì lý do quý vị đã lắp đặt ăng ten đĩa vệ tinh mà không xin phép trước, quý vị phải nộp một đơn xin trong khoảng thời gian ân huệ được ghi trong thư của quý vị (thông thường là 28 ngày). Nếu quý vị không làm việc này, quý vị có thể bị phạt mà không được báo trước.***

Nếu quý vị cần triển hạn một thời gian để nộp đơn, quý vị phải liên lạc với người đã ký thư gửi cho quý vị. (thời gian được phép triển hạn tối đa là 14 ngày.)

***Nếu quý vị quyết định gỡ bỏ ăng ten và không nộp đơn xin giấy phép, quý vị phải báo cho người đã ký thư gửi cho quý vị biết để sắp xếp việc kiểm tra nhà quý vị.***

Khi nộp đơn, quý vị phải có những thông tin sau đây:

- Đơn xin
- Bản sao bằng khoán đất. (trong vòng 3 tháng trở lại)
- Lệ phí nộp đơn
- Hoạ đồ mặt bằng căn nhà chỉ rõ khoảng cách từ ăng ten đĩa đến các lằn ranh/hàng rào xung quanh.
- Lược đồ khu đất, vị trí của ăng ten đĩa và bất cứ công trình xây dựng nào khác trong khu đất của quý vị.
- Nếu ăng ten đĩa đã được lắp đặt trước đây, quý vị phải cung cấp những hình ảnh chụp từ mỗi góc độ của căn nhà quý vị kể cả từ phía trước (ngay cả trường hợp không thấy ăng ten đĩa từ phía ngoài đường nhìn vào).

**Nếu quý vị không cung cấp bất cứ thông tin nào đã được yêu cầu, đơn xin của quý vị có thể bị chậm trễ, huỷ bỏ hoặc từ chối. Trong trường hợp này, quý vị sẽ phải bắt đầu trở lại và phải trả một lệ phí nộp đơn mới.**

Những người đang cư ngụ và/ hoặc chủ nhân của những căn nhà xung quanh cũng phải được thông báo về đơn xin của quý vị. Quý vị sẽ phải trả thêm một lệ phí cho việc thông báo này và Viên chức Qui hoạch sẽ cho quý vị biết số tiền mà quý vị phải trả sau khi nhận đơn của quý vị.

Nếu cần thông dịch, quý vị hãy gọi điện thoại số 131450 và yêu cầu họ nối đường dây của quý vị với Ban Qui hoạch Đô thị của Hội đồng Thành phố.

Những qui định khác sẽ được áp dụng cho trường hợp ăng ten đĩa được lắp đặt trong Khu vực Thương mại.

Nếu cần thêm thông tin, quý vị có thể liên lạc với Ban Qui hoạch Đô thị qua điện thoại số 9742-0879.



**Office Use Only**

VicSmart:

Yes

No

Specify class of VicSmart application:

Application No:

Date Lodged: / /

# Application for Planning Permit

If you need help to complete this form, read [How to complete the Application for Planning Permit form](#).

**!** Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any concerns, please contact Council's planning department.

**!** Questions marked with an asterisk (\*) are mandatory and must be completed.

**!** If the space provided on the form is insufficient, attach a separate sheet.

## Application type

Is this a VicSmart Application?\*

No  Yes

If yes, please specify which VicSmart class or classes:

**!** If the application falls into one of the classes listed under Clause 92 or the schedule to Clause 94, it is a VicSmart application

## Pre-application meeting

Has there been a pre-application meeting with a Council planning officer?

No  Yes

If 'yes', with whom?:

Date:

day / month / year

## The Land **i**

Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address\*

Unit No:	St. No:	St. Name:
Suburb/Locality:		Postcode:

Formal Land Description\*


Complete either A or B


**!** This information can be found on the certificate of title.

<b>A</b>	Lot No:	Lodged Plan	Title Plan	Plan of Subdivision	No:
<b>O</b>					
<b>R</b>	Crown Allotment No:	Section No:			
<b>B</b>	Parish/Township Name:				


If this application relates to more than one address, please attach details.


## The Proposal

 You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.


 **For what use, development or other matter do you require a permit?\***

If you need help about the proposal, read: [How to Complete the Application for Planning Permit Form](#)

 Provide additional information on the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist, and if required, a description of the likely effect of the proposal.

 **Estimated cost of development for which the permit is required\***

Cost \$


 You may be required to verify this estimate

Insert '0' if no development is proposed (eg. change of use, subdivision, removal of covenant, liquor licence)

## Existing Conditions

**Describe how the land is used and developed now\***

Eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

 Provide a plan of the existing conditions. Photos are also helpful.

## Title Information

**Encumbrances on title\***


If you need help about the title, read: [How to complete the Application for Planning Permit form](#)

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

Yes. (if 'yes' contact Council for advice on how to proceed before continuing with this application.)

No

Not applicable (no such encumbrance applies).

 Provide a full, current copy of the title for each individual parcel of land forming the subject site. (The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments' eg restrictive covenants.)

## Applicant and Owner Details

Provide details of the applicant and the owner of the land.

**Applicant \***

The person who wants the permit

Name:		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address		If it is a PO Box, enter the details here:
Unit No:	St. No:	St. Name
Suburb/Locality:		State:      Postcode:

Where the preferred contact person for the application is different from the applicant, provide the details of that person.

Contact person's details*		Same as applicant (if so, go to 'contact information')	
Name:			
Title:	First Name:	Surname:	
Organisation (if applicable):			
Postal Address		If it is a PO Box, enter the details here:	
Unit No.:	St. No.:	St. Name	
Suburb/Locality:		State:	Postcode:
<b>Contact Information</b>			
Business Phone:		Email:	
Mobile Phone:		Fax:	

Please provide at least one contact phone number \*

#### Owner \*

The person or organisation who owns the land

Where the owner is different from the applicant, provide the details of that person or organisation.

Name:			
Title:	First Name:	Surname:	
Organisation (if applicable):			
Postal Address		If it is a PO Box, enter the details here:	
Unit No.:	St. No.:	St. Name	
Suburb/Locality:		State:	Postcode:
Owner's Signature (optional):		Date:	
		day / month / year	

## Information Requirements


Contact Council's planning department to discuss the specific requirements for this application and obtain a planning permit checklist.

Is the required information provided?

- Yes  
 No

## Declaration

This form must be signed by the applicant\*

 Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit



I declare that I am the applicant; and that all the information in this application is true and correct and the owner (if not myself) has been notified of the permit application.

Signature:	Date:
	day / month / year



## Checklist

Have you:

<input type="checkbox"/>	Filled in the form completely?	 Most applications require a fee to be paid. Contact Council to determine the appropriate fee.
<input type="checkbox"/>	Paid or included the application fee?	
	Provided all necessary supporting information and document?	
<input type="checkbox"/>	A full and current copy of the information for each individual parcel of land forming the subject site.	
<input type="checkbox"/>	A plan of existing conditions.	
<input type="checkbox"/>	Plans showing the layout and details of the proposal.	
<input type="checkbox"/>	Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.	
<input type="checkbox"/>	If required, a description of the likely effect of the proposal (eg traffic, noise, environmental impacts).	
<input type="checkbox"/>	Completed the relevant Council planning permit checklist?	
<input type="checkbox"/>	Signed the declaration (section 7)?	

## Need help with the Application?

If you need help to complete this form, read [How to complete the Application for Planning Permit form](#).  
General information about the planning process is available at [www.dtpli.vic.gov.au/planning](http://www.dtpli.vic.gov.au/planning).

Assistance can also be obtained from council's planning department

## Lodgement

Lodge the completed and signed form, the fee payment and all documents with:

Contact details for lodgement are available from council or at [www.dtpli.vic.gov.au/planning-permit-application-forms](http://www.dtpli.vic.gov.au/planning-permit-application-forms)

### Deliver application in person, by fax, or by post:

Make sure you deliver any required supporting information and necessary payment when you deliver this form to the above mentioned address. This is usually your local council but can sometimes be the Minister for Planning or another body.

# How to complete the Application for Planning Permit form

The information needed on the *Application for Planning Permit* form is required under section 47 of the *Planning and Environment Act 1987* and regulations 15 and 38 of the *Planning and Environment Regulations 2005*.

In the form, 'council', refers to the designated responsible authority for the application. This is usually your local council but can sometimes be another body. Ask the council if in doubt.

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## Obtaining a copy of the Application for Planning Permit form

You can obtain a paper copy from your local council, or access an electronic copy of the form from [www.dse.vic.gov.au/planning](http://www.dse.vic.gov.au/planning) or your local council website.

**i** Access to the electronic files on these websites requires installation of the free Adobe Acrobat Reader software. A link to download the software is available on the website.

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## Filling in the application form

You can fill in the application form a number of ways:

**By hand:** Complete the form in pen. Please print clearly.

**Electronically:** You can complete the form electronically by clicking on or typing into the response fields on the form. You can use the tab key to move between response fields.

**i** You can complete the form electronically and print it but you cannot save the form with the information you enter if you open the form with the free Adobe Acrobat Reader software.

To save the information that you enter into the form response fields, please open the form with, and complete the form using Adobe Acrobat 6.0 Professional or Adobe Acrobat 6.0 Standard, or later versions, instead of Adobe Acrobat Reader.

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## Need help with the application?

How do you work out whether you need a planning permit and what information to provide?

**i** There are different ways to work out whether you need a planning permit before you fill out the form. Council's planners can explain the reason why you need a permit and the terms.

**Initial enquiries:** telephone or visit the council to discuss your proposal. Initial enquiries are generally informal and unrecorded.

**Pre-application meeting:** by arranging a formal pre-application meeting with a council planning officer, you can obtain advice on whether and why you need a permit, matters to consider and information to be submitted with the application.

**Checklists:** most councils have checklists identifying information required to be submitted with specific applications, e.g. multi-dwelling development, advertising signage, removal of native vegetation. Checklists are usually available on council websites or from their planning section.

Council contact details are given at the end of the application form.

**i** Consider getting professional advice. Planning assessment and decision-making are sophisticated processes that involve concepts such as respecting neighbourhood character, achieving good urban design outcomes, protecting reasonable amenity and enhancing heritage significance. Council and the community are looking for proposals that will meet their expectations. Getting the right professional advice at the beginning will help develop your ideas so you meet council's expectations and your objectives.

- ① Has there been a pre-application meeting with a council officer?

If you have attended a pre-application meeting with a council planner, fill in the name of the planner and the date, so that the person can be consulted about the application once it has been lodged.

① Has there been a pre-application meeting with a council officer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date: <input type="text" value="1"/> <input type="text" value="0"/> / <input type="text" value="1"/> <input type="text" value="0"/> / <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="4"/>
	If yes, with whom?: <input type="text" value="BRIAN SMITHERS"/>	

## The land

- ② Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Planning permits relate to the use and development of the land. It is important that accurate, clear and concise details of the land are provided with the application.

### How is land identified?

Land is commonly identified by a street address, but sometimes this alone does not provide an accurate identification of the relevant parcel of land relating to an application. Make sure you also provide the formal land description - the lot and plan number or the crown, section and parish details (as applicable) for the subject site. This information is shown on the title.

② Address of the land. Complete the Street Address and one of the Formal Land Descriptions.	
Street Address	Street No.: <input type="text" value="26"/> Street Name: <input type="text" value="PLANMORE AVE"/>
	Suburb/Locality: <input type="text" value="HAWTHORN"/> Postcode: <input type="text" value="3"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="2"/>
Formal Land Description	Lot No.: <input type="text" value="27"/> on Lodged Plan, Title Plan or Subdivision Plan No.: <input type="text" value="LP 4976"/>
<small>▲ This information can be found on the certificate of title.</small>	OR
	Crown Allotment No.: <input type="text"/> Section No.: <input type="text"/> Parish Name: <input type="text"/>

- ③ Title information.

### Why is title information required?

Title information confirms the location and dimensions of the land specified in the planning application and any obligations affecting what can be done on or with the land.

As well as describing the land, a full copy of the title will include a diagram or plan of the land and will identify any encumbrances, caveats and notices. (See part 8 of this guide for information about encumbrances, caveats and notices).

### What title information is required?

The title information accompanying your application must include a 'register search statement' and the title diagram, which together make up the title. In addition, any relevant associated title documents, known as 'instruments', (eg. restrictive covenants), must also be provided. (See Part 8 of this guide for more information about the types of instruments that are required with your application).

**i** Some titles have not yet been converted by Land Registry into an electronic register search statement format. In these earlier types of titles, the diagram and encumbrances are often detailed on the actual title, rather than in separate plans or instruments.

③ Title information.	<input checked="" type="checkbox"/> Attach a full, current copy of title information for each individual parcel of land, forming the subject site.
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### Why is 'current' title information required?

It is important that you attach a current copy of the title for each individual parcel of land forming the subject site. 'Current' title information accurately provides all relevant and up-to-date information.

Some councils require that title information must have been searched within a specified time frame. Contact the council for advice on their requirements.

**i** Copies of title documents can be obtained from Land Registry: Level 10, 570 Bourke Street, Melbourne; 03 8636 2010; [www.land.vic.gov.au](http://www.land.vic.gov.au) - go direct to "titles & property certificates".

- ④ Describe how the land is used or developed now.

### How should land be described?

You need to describe, in general terms, the way the land is used now, including the activities, buildings, structures and works that exist (e.g. single dwelling, 24 dwellings in a three-storey building, medical centre with three practitioners and 8 car parking spaces, vacant land).

④ Describe how the land is used and developed now. eg. single dwelling, three dwellings, shop, factory, medical centre with two practitioners, licensed restaurant with 80 seats.	<input type="text" value="Single dwelling."/>
	<input type="text"/>

5 Plan of the land.

Please attach to your application a plan of the existing conditions of the land. Check with the local council for the quantity, scale and level of detail required.

It is also helpful to include photographs of the existing conditions.

<input type="checkbox"/> Plan of the land.	<input checked="" type="checkbox"/> Attach a plan of the existing conditions. Photos are also helpful.
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## The proposal

6 For what use, development or other matter do you require a permit?

### Why is it important to describe the proposal correctly?

The application requires a description of what you want to do with the land. You must describe how the land will be used or developed as a result of the proposal. It is important that you understand the reasons why you need a permit in order to suitably describe the proposal. By providing an accurate description of the proposal, you will avoid unnecessary delays associated with amending the description at a later date.

**i** Planning schemes use specific definitions for different types of use and development. Contact the council planning office at an early stage in preparing your application to ensure that you use the appropriate terminology and provide the required details.

<p>6 For what use, development or other matter do you require a permit?</p> <p>Read How to complete the Application for Planning Permit form if you need help in describing your proposal.</p>	<i>Construction of two, double-storey dwellings and construction of two new crossovers.</i>

### How do planning schemes affect proposals?

A planning scheme sets out policies and requirements for the use, development and protection of land. There is a planning scheme for every municipality in Victoria. Development of land includes the construction of a building, carrying out works, subdividing land or buildings and displaying signs.

Proposals must comply with the planning scheme provisions in accordance with Clause 61.05 of the planning scheme. Provisions may relate to the State Planning Policy Framework (SPPF), the Local Planning Policy Framework (LPPF), zones, overlays, particular and general provisions. You can access the planning scheme by either contacting council's planning department or by visiting [www.dse.vic.gov.au](http://www.dse.vic.gov.au) and selecting *Planning Schemes Online*.

**i** You can obtain a planning certificate to establish planning scheme details about your property. A planning certificate identifies the zones and overlays that apply to the land, but it does not identify all of the provisions of the planning scheme that may be relevant to your application. Planning certificates for land in metropolitan areas can be obtained by visiting [www.land.vic.gov.au](http://www.land.vic.gov.au). In rural areas, contact your local council to obtain a planning certificate.

7 Additional information about the proposal.

### What additional information should you provide to support the proposal?

You should provide sufficient supporting material with the application to describe the proposal in enough detail for the council to make a decision. It is important that copies of all plans and information submitted with the application are legible.

There may be specific application requirements set out in the planning scheme for the use or development you propose. The application should demonstrate how these have been addressed or met.

<p>7 Additional information about the proposal.</p> <p>Contact council or refer to council planning permit checklists for more information about council's requirements.</p>	<input checked="" type="checkbox"/> Attach additional information providing details of the proposal, including:
	<input checked="" type="checkbox"/> Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.
	<input checked="" type="checkbox"/> Plans showing the layout and details of the proposal.
	<input checked="" type="checkbox"/> If required, a description of the likely effect of the proposal (eg. traffic, noise, environmental impacts).

For applications with extensive supporting information, it may be useful to include a list of information accompanying the application. This list will provide you with a useful record if, at any stage, you substitute later versions of these documents.

The example below illustrates a suitable list.

Documents attached to support this planning permit application include:

Quantity	Document name	Document ref.	Document date
1	Title		9/12/2004
1	Site analysis	TPA01	15/8/2005
1	Plan of existing conditions	TPA01.1	15/8/2005
1	Design response	TPA02	15/8/2005
3	Ground Floor plan	TPA03	15/8/2005
3	First Floor plan	TPA04	15/8/2005
3	Elevations	TPA05	15/8/2005
1	Shadow diagram	TPA06	16/8/2005
1	Land survey	B.S. 97Z	2/6/2005
1	Traffic report		1/7/2005

8 Encumbrances on title.

**What is an encumbrance?**

An ‘encumbrance’ is a formal obligation on the land, with the most common type being a ‘mortgage’. Other common examples of encumbrances include:

- **Restrictive Covenants:** A ‘*restrictive covenant*’ is a written agreement between owners of land restricting the use or development of the land for the benefit of others, (eg. a limit of one dwelling or limits on types of building materials to be used).
- **Section 173 Agreements:** A ‘*section 173 agreement*’ is a contract between an owner of the land and the council which sets out limitations on the use or development of the land.
- **Easements:** An ‘*easement*’ gives rights to other parties to use the land or provide for services or access on, under or above the surface of the land.
- **Building Envelopes:** A ‘*building envelope*’ defines the development boundaries for the land.

Aside from mortgages, the above encumbrances can potentially limit or even prevent certain types of proposals.

**What documents should I check to find encumbrances?**

Encumbrances are identified on the title (register search statement) under the header ‘*encumbrances, caveats and notices*’. The actual details of an encumbrance are usually provided in a separate document (instrument) associated with the title. Sometimes encumbrances are also marked on the title diagram or plan, such as easements or building envelopes.

**What about caveats and notices?**

A ‘*caveat*’ is a record of a claim from a party to an interest in the land. Caveats are not normally relevant to planning applications as they typically relate to a purchaser, mortgagee or chargee claim, but can sometimes include claims to a covenant or easement on the land. These types of caveats may affect your proposal.

Other less common types of obligations may also be specified on title in the form of ‘*notices*’. These may have an effect on your proposal, such as a notice that the building on the land is listed on the Heritage Register.

**What information should I provide with my application regarding encumbrances, caveats and notices?**

Part 3 of the application form requires you to attach a copy of the title. Check the title to see if any of the types of encumbrances mentioned above are listed. If so, you must submit a copy of the document (instrument) describing that encumbrance. Mortgages do not need to be provided with planning applications.

<p>8 Encumbrances on title.</p> <p>Encumbrances are identified on the certificate of title.</p>	<p>Is the land affected by an encumbrance such as a restrictive covenant, section 173 agreement or other obligation on title such as an easement or building envelope?</p> <p><input type="checkbox"/> No, go to 9.</p> <p><input checked="" type="checkbox"/> Yes, <input checked="" type="checkbox"/> Attach a copy of the document (instrument) specifying the details of the encumbrance.</p> <p><input type="checkbox"/> Does the proposal breach, in any way, the encumbrance on title?</p> <p><input checked="" type="checkbox"/> No, go to 9.</p> <p><input type="checkbox"/> Yes, contact council for advice on how to proceed before continuing with this application.</p>	<p><b>Note</b></p> <p>Council must not grant a permit that authorises anything that would result in a breach of a registered restrictive covenant (sections 61(4) and 62 of the Planning and Environment Act 1987). Contact council and/or an appropriately qualified person for advice.</p>
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### What happens if the proposal contravenes an encumbrance on title?

Encumbrances may affect or limit your proposal or prevent it from proceeding. Section 61(4) of the *Planning and Environment Act 1987* for example, prevents a council from granting a permit if it would result in a breach of a registered restrictive covenant. If the proposal contravenes any encumbrance, contact the council for advice on how to proceed.

You may be able to modify your proposal to respond to the issue. If not, separate procedures exist to change or remove the various types of encumbrances from the title. The procedures are generally quite involved and if the encumbrance relates to more than the subject property, the process will include notice to the affected party.

**i** You should seek advice from an appropriately qualified person, such as a solicitor, if you need to interpret the effect of an encumbrance or if you seek to amend or remove an encumbrance.

## Cost of buildings and works/permit fee

9 Estimated costs of development for which the permit is required.

In most instances an application fee will be required. This fee must be paid when you lodge the application. The fee is set down by government regulations.

To help council calculate the application fee, you must provide an accurate cost estimate of the proposed development.

This cost does not include the costs of development that you could undertake without a permit or that are separate from the permit process. Development costs should be calculated at a normal industry rate for the type of construction you propose.

Council may ask you to justify your cost estimates. Costs are required solely to allow council to calculate the permit application fee.

Fees are exempt from GST.

**i** Costs for different types of development can be obtained from specialist publications such as Cordell Housing: Building Cost Guide or Rawlinsons: Australian Construction Handbook.

9 Estimated cost of development for which the permit is required.

Cost \$

**!** You may be required to verify this estimate.

Write 'NIL' if no development is proposed (eg. change of use, subdivision, removal of covenant, liquor licence)

**i** Contact the council to determine the appropriate fee. Go to [www.dse.vic.gov.au/planning](http://www.dse.vic.gov.au/planning) to view a summary of fees in the Planning and Environment (Fees) Regulations 2000.

10 Do you require a receipt for the permit fee?

Indicate if you require a receipt, because they are often not issued unless requested.

10 Do you require a receipt for the permit fee?

Yes  No

## Contact, applicant and owner details

- 11 Provide details of the contact, applicant and owner of the land.

This section provides information about the permit applicant, the owner of the land and the person who should be contacted about any matters concerning the permit application.

The contact: in order to avoid any confusion, the council will communicate only with this person, who is also responsible for providing further details. The contact may be a professional adviser (e.g. architect or planner) engaged to prepare or manage the application. To ensure prompt communications, contact details and the preferred method of communication should be given.

Example response to 11: Contact

<b>Contact</b> The person you want Council to communicate with about the application.	Name:	Andrew Hoage		
	Organisation (if applicable):	Town Planning Consultants		
	Postal address:	PO BOX 111		
		Parkdale	Postcode:	3 1 9 4
	Contact phone:	9123 4567	<input type="checkbox"/>	Indicate preferred contact method
	Mobile phone:	0412 345 678	<input checked="" type="checkbox"/>	
	Email:	tpcpl@bigpond.net.au	<input type="checkbox"/>	
	Fax:	9123 4567	<input type="checkbox"/>	

The applicant is the person or organisation that wants the permit. The applicant can, but need not, be the contact person.

Example response to 11: Applicant

<b>Applicant</b> The person or organisation who wants the permit.	<input type="checkbox"/> Same as contact. If not, complete details below.			
	Name:	Len Browning		
	Organisation (if applicable):	Responsible Developers P/L		
	Postal address:	12A Ardour Lane		
		Wycheproof	Postcode:	3 5 2 7

The owner of the land is the person or organisation who owns the land at the time the application is made. Where a parcel of land has been sold and an application made prior to settlement, the owner's details should be identified as those of the vendor. The owner can, but need not, be the contact or the applicant.

Example response to Question 11: Owner

<b>Owner</b> The person or organisation who owns the land.	<input type="checkbox"/> Same as contact	<input checked="" type="checkbox"/> Same as applicant
	Where the owner is different from the applicant or contact, provide the name of the person or organisation who owns the land.	
	Name (if applicable):	
	Organisation (if applicable):	
	Postal address:	
	Postcode:	

## Checklist

12 Have you checked your application?

The checklist is to help ensure that you have:

- provided all the required information on the form
- included payment of the application fee
- attached all necessary supporting information and documents
- completed relevant council planning permit checklist
- signed the declaration on the last page of the application form

**i** The more complete the information you provide with your permit application, the sooner council will be able to make a decision.

12 Have you?

- Filled in the form completely?
- Paid or included the application fee?
- Attached all necessary supporting information and documents?
- Completed the relevant council planning permit checklist?
- Signed the declaration on the next page?

## Declaration

13 This form must be signed. Complete one of A, B or C

The declaration should be signed by the person who takes responsibility for the accuracy of all the information that is provided. This declaration is a signed statement that the information included with the application is true and correct at the time of lodgement.

The declaration can be signed by the applicant or owner. If the owner is not the applicant, the owner must either sign the application (Option B) or must be notified of the application and this must be acknowledged in the declaration (Option C).

<p>13 This form must be signed. Complete one of A, B or C</p> <p><b>▲</b> Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.</p>	<p><b>A Owner/Applicant</b></p> <p>I declare that I am the applicant and owner of the land and all the information in this application is true and correct.</p>	<p>Signature: <i>Len Browning</i></p> <p>Date: 19 / 08 / 2005</p>
	<p><b>B Owner</b></p> <p>I declare that I am the owner of the land and I have seen this application.</p>	<p>Signature: _____</p> <p>Date: DD / MM / YYYY</p>
	<p><b>Applicant</b></p> <p>I declare that I am the applicant and all of the information in this application is true and correct.</p>	<p>Signature: _____</p> <p>Date: DD / MM / YYYY</p>
	<p><b>C Applicant</b></p> <p>I declare that I am the applicant and:</p> <ul style="list-style-type: none"> <li>• I have notified the owner about this application;</li> <li>• and all the information in this application is true and correct.</li> </ul>	<p>Signature: _____</p> <p>Date: DD / MM / YYYY</p>

**i** Obtaining or attempting to obtain a permit by wilfully making or causing any false representation or declaration, either orally or in writing, is an offence under the *Planning and Environment Act 1987* and could result in a fine and / or cancellation of the permit.

## Lodgement

Lodge the completed and signed form and all documents with:

The application must be lodged with the council responsible for the planning scheme in which the land affected by the application is located.

Contact details are listed in the lodgement section on the last page of the form.

**i Approval from other authorities:** In addition to obtaining a planning permit, approvals or exemptions may be required from other authorities or council departments. Depending on the nature of your proposal, these may include food or health registrations, building permits or approvals from water and other service authorities.