

# Moonee Valley City Council

All planning permit applications are to be submitted electronically using Council's [Online Lodgements Portal](#). Before you can use this service you must register an account, [which you can do here](#).



## CHECKLIST FOR PLANNING APPLICATIONS

### Works in a Heritage Overlay including demolition and alterations to buildings

For all Planning Applications the following must be provided with the below mentioned items:

A current copy of Title for the land (the search should be dated not more than 3 months prior to the application) including a copy of the diagram or relevant plan of subdivision and a copy of any restrictive covenant that may affect the land

*\*(Certificate of Title may be obtained on-line at <https://www.landata.vic.gov.au/> or by calling the Land Information Centre on 03-9194 0605)*

The prescribed statutory [Application Fee](#)

It is recommended that a [pre-application meeting](#) with Council's Heritage Adviser is arranged prior to the lodgement of any planning permit application which seeks to alter the external appearance of a heritage property when viewed from the public realm

Minor works proposals in a Heritage Overlay (such as demolition of fences and outbuildings, external painting etc) may qualify for VicSmart, please refer to the [VicSmart](#) section of Council's website

All applications for works in a Heritage Overlay should be accompanied by the following:

**(NB – it is strongly recommended that this information is prepared by a suitably qualified industry professional such as a Town Planner)**

A written report outlining how the proposal responds to the relevant Decision Guidelines of [Clause 43.0-5 \(Heritage Overlay – Decision Guidelines\) of the Moonee Valley Planning Scheme](#) (for applications seeking to alter a heritage building)

The following plans to be provided electronically, at a scale of 1:100 or 1:200 and fully dimensioned (as applicable):

**It is strongly recommended that all alterations to Heritage properties are designed in accordance with the [City of Moonee Valley Heritage Guidelines](#)**

- Existing site plan and elevations
- Proposed demolition plan
- Proposed floor plan(s) and elevations
- Schedule of proposed colours and materials
- Manufacturer's specifications (as appropriate)

<ul style="list-style-type: none"> <li>• A STORM assessment report of the development in accordance with Clause 22.03-4 of the Moonee Valley Planning Scheme. This applies to all buildings and works applications with a floor area of 50 square metres or greater. Further information about STORM reports can be found at the <a href="#">Water Sensitive Urban Design</a> section of Council's website.</li> </ul>	<input type="checkbox"/>
<p>For larger scale applications which seek to make significant changes to the appearance a heritage place, a written report outlining the following:</p>	
<ul style="list-style-type: none"> <li>• How the proposal complies with <a href="#">Clause 21.06-2 (Built Environment – Heritage)</a> of the Moonee Valley Planning Scheme.</li> <li>• How the proposal complies with the Decision Guidelines of <a href="#">Clause 43.01-5 (Heritage Overlay - Decision Guidelines)</a> of the Moonee Valley Planning Scheme.</li> <li>• How the proposal is consistent with the <a href="#">City of Moonee Valley Heritage Guidelines</a>.</li> </ul>	<input type="checkbox"/>

**Please note this Checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.**

**Disclaimer:**

*A minimum Garden Area requirement applies to all land in a residential zone with an area of 400 square metres or more. Refer to [Clause 32.08-4 \(General Residential Zone – Minimum garden area requirement\)](#) of the Moonee Valley Planning Scheme*

*\*Other controls in the planning scheme may affect your proposal. Please check the planning scheme requirements before submitting a planning application by visiting the Moonee Valley City Council website at <http://www.mvcc.vic.gov.au/planning-and-building/planning.aspx> or contact Council's Statutory Planning Department between 8:30am to 5:00pm, Monday to Friday on 9243 9111.*