

Painting a building

Checklist for Planning Permit Applicants



When and why do I need a planning permit to paint my building?

You are required to obtain a planning permit to paint a building if it is within a Heritage Overlay.

The historic streetscapes prevalent throughout the City of Port Phillip are unique and highly valued by the City's residents. Their retention forms a central aspect of our ability to achieve social and cultural sustainability as the use of appropriate colours helps to restore and maintain the character of original period buildings into the future.

Historically, colour placement and combinations were designed to enhance and highlight the features of the particular architectural style. While the use of a traditional or heritage colour scheme can greatly improve the appearance of the building, unless it is the main goal, exact replication of the original colours is not usually necessary.

If you wish to achieve exact replication it is best to obtain expert advice.

Council provides a free advisory service to owners of all historic buildings in the municipality. **It is strongly recommended that you discuss your proposal with us prior to lodging an application.**

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application, we encourage you to arrange an appointment with our Fast Track planner to discuss your proposal.

Your application must include the following items, otherwise your application will not be lodged:

- A fully completed **Application for Planning Permit form**.
 - Ensure you have entered the correct address of the land, an accurate description of your proposal, a current email address and phone number, that the Applicant address is the correct postal address, and that the form is signed and dated.
- A full and current copy of the **Certificate of Title** (dated within 3 months of your application), including the title plan/diagram showing any relevant covenants and restrictions. Provide confirmation that the present boundaries are the same as the title boundaries.
- At least two **colour samples** (generic colour samples are available at the Planning & Building counter).
- Drawings (plans)** including but not limited to elevations indicating the colour proposed for each element of the building.
 - Drawings must be A3 size, include a north arrow (not required on elevations), be to scale (i.e. 1:100 @ A3), and include a scale bar.
- Photos** of the subject site and the street (optional but highly desirable especially for retrospective approval).

Please note that this checklist is prescriptive only and that additional information may be required depending on the particulars of the application.

How to apply

All application forms, plans and supporting documentation must be submitted in electronic form (e.g. PDF, image, Word document, etc). Hardcopy applications are not accepted.

The easiest way submit your application is to **apply and pay online**. The application fee is calculated automatically. Please visit <http://www.portphillip.vic.gov.au/apply-for-planning-permit.htm> for links to apply online, or alternative options.

For most applications the fee is determined by the cost of the development. Refer to the Planning Fee Schedule and if unsure please contact Planning Business Support at planhelp@portphillip.vic.gov.au or 9209 6424.