

## Checklist for planning applications

# Front Fence in a Heritage Overlay

### Background Information

This checklist provides information about what you need to provide Council when applying for a permit to construct, modify or demolish an existing front fence for properties located in a Heritage Overlay.

The application will be assessed to ensure that any demolition and the new fence is respectful of the heritage place and streetscape.

You may need this checklist if you are:

- Constructing a new front fence in a Heritage Overlay
- Modifying or demolishing an existing front fence in a Heritage Overlay

For further guidance about whether you will need to use this checklist, please consider booking a pre-application meeting.

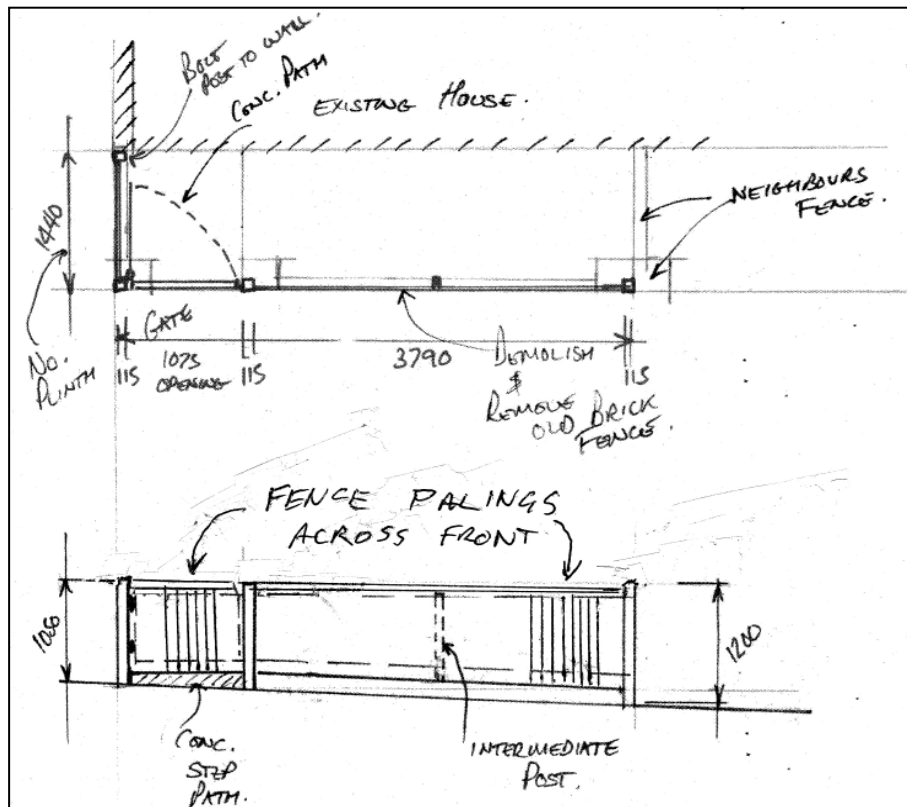
To be accepted for assessment, your application must include:

- A completed application form, including a signed declaration
- A recent copy of the title for the land (dated no more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and the Register Search Statement which lists any encumbrances or restrictive covenants that may affect the land. A Certificate of Title may be obtained online from [LANDATA<sup>1</sup>](https://www.landata.vic.gov.au/) or by contacting the [Land Information Centre<sup>2</sup>](https://www.land.vic.gov.au/)
- The prescribed application fees
- An electronic copy of plans, fully dimensioned and drawn to scale, including:
  - Site Plan
    - The title boundaries of the site
    - The location, length, height and design of the proposed fence
  - Elevation drawings to scale showing the height, colour and materials of all proposed buildings and works. A sample site plan and elevation drawing is provided below.

Note: An application fee is requested by the Responsible Officer after the application is lodged. Please ensure the section of the application form titled “Cost of Works” is completed when you lodge your application to prevent delays in calculating the correct fee.

## Sample plans

Below is a sample site plan and elevation drawing from an approved Front Fence in a Heritage Overlay application



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

<sup>2</sup> [https://www.land.vic.gov.au](https://www.land.vic.gov.au/)

Note: Hand-drawn plans showing aerial site plan (top) and elevation (bottom) with dimensions (height, lengths, width), shows extent of demolition may be acceptable for your application. Alternatively, you may wish to engage a person suitably qualified to prepare architectural plans which often tends to show your proposal more clearly.

The following information may assist Council Planners to assess your application by providing a better understanding of the context and heritage value in support of your proposal:

Written justification for the height or style of the proposed fence and/or demolition. In addition how the proposal responds to the following from the Melbourne Planning Scheme:

- [Clause 15.03-1L-02 - Heritage](#) <sup>3</sup>
- [Cause 43.01 - Heritage Overlay](#)

Note: The written justification for example could be at least 3-4 sentences about how the height and style of fence you have chosen are suitable to the site and your neighborhood. You will also need to provide a valid reason to demolish your fence if it is original heritage fabric - the poor structural or aesthetic condition of a significant or contributory building will not be considered justification for permitting demolition.

- Photographs (2-3) of fences within the immediate surrounding area which are similar or the same to your proposed front fence, including a notation of the height of the fence.
- If the front fence is proposed to be demolished, evidence that the existing front fence is not the original or has been significantly altered.
- If a replica heritage fence is proposed, evidence that it matches the original fence on the land.

Note: Evidence could include photographs or a heritage impact statement from a (certified) heritage consultant detailing the specifications of the original design or common designs for the time period of the dwelling.

## Helpful Hints

1. This checklist outlines the standard information required for application lodgment. Additional information may be requested by the assessing planning officer.
2. If you would like to discuss your proposed licensed premises, you can arrange a pre-application meeting at [Planning pre-application advice](#)<sup>4</sup>
3. For information about fees, please refer to the [Schedule of fees](#)<sup>5</sup>. Please note, you may require other permits, and these may incur additional fees.
4. The City of Melbourne's Heritage Places Inventory lists sites within a Heritage Overlay as being categorised as either 'significant', 'contributory' or 'non-contributory'. If your address is not located on the inventory, the site is considered a "Non-contributory" place. Different requirements or restrictions may apply based on the heritage category of your dwelling. The most up to date Heritage Places Inventory can be found under [Incorporated Documents](#)<sup>6</sup>

---

<sup>3</sup> <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/15.03>

<sup>4</sup> <https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services>

<sup>5</sup> <https://www.melbourne.vic.gov.au/SiteCollectionDocuments/planning-schedule-of-fees>

<sup>6</sup> <https://planning-schemes.app.planning.vic.gov.au/Melbourne/docs>

5. The following may be useful documents when preparing any application:

- [Heritage Owner's Guide](#)<sup>7</sup>
- [A Guide to Victoria's Housing Styles](#)<sup>8</sup>

### **Application lodgement guidelines**

Please submit your application electronically – by email, online file sharing service or USB. Your email should include the complete application as a single PDF document, optimised to reduce file size and not encrypted or password protected. Alternatively, you may lodge the application via our online portal [Lodge a planning application](#)<sup>9</sup>. For other lodgement options, please contact Council.

### **To get in touch with Council about your application**

Telephone: (03) 9658 9658  
Email: [planning@melbourne.vic.gov.au](mailto:planning@melbourne.vic.gov.au)  
Online: [Contact us](#)<sup>10</sup>

---

<sup>7</sup> <https://www.melbourne.vic.gov.au/building-and-development/heritage-planning>

<sup>8</sup> <https://www.heritage.vic.gov.au>

<sup>9</sup> <https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services/planning-applications>

<sup>10</sup> <https://www.melbourne.vic.gov.au/pages/contact-us.aspx>