



## Applications in the Heritage Overlays

**Discuss with a development officer the need for the permit and what matters need to be addressed in your application.**

- Have you discussed your application with a development officer?

### The following information **MUST** be provided with all planning applications

- A completed and signed planning permit application form
- A full copy of title (including title plan) and details of any restrictive covenants, agreements or other restrictions on the title. This title must have been searched within the last month. Obtain a copy of title by searching on-line at [www.landata.vic.gov.au](http://www.landata.vic.gov.au) or by visiting the Land Information Centre at 570 Bourke Street, Melbourne between 8.30am and 4.00pm Monday to Friday
- Application fee – see the Fee Schedule on the *Planning Guides and Links* page
- A letter/submission detailing what is proposed and responding to the relevant provisions of the East Gippsland Planning Scheme – see the *Planning Guides and Links* page
- Plans - see below for details of what is required

### Aboriginal Cultural Heritage Sensitivity

- Provide a copy of the Aboriginal cultural heritage self-assessment if the property has cultural heritage sensitivity - see the Aboriginal Heritage Planning Tool on the *Planning Guides and Links* page.

Properties listed on the Victorian Heritage Register require a planning application to be made to Heritage Victoria. Visit the Heritage Victoria website ([www.heritage.vic.gov.au](http://www.heritage.vic.gov.au)) for more information.

In addition to the information required above for planning applications, the following needs to be provided when applying for a planning permit for buildings and works in the Heritage Overlay.

#### Fully dimensioned plans

- Three copies (A4 or A3) of fully dimensioned site plans drawn at a scale of 1:100 or 1:200 which include, as appropriate:
- North point
  - The boundaries and dimensions of the site
  - Adjoining roads

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#### Post applications to:

East Gippsland Shire Council  
PO Box 1618  
BAIRNSDALE VIC 3875

Email applications to:  
[feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

#### Deliver applications to service centres:

Lakes Entrance  
Mechanics Street  
LAKES ENTRANCE VIC3909

Orbost  
1 Ruskin Street  
ORBOST VIC 3888

Omeo  
Day Avenue  
OMELO VIC 3898

Paynesville  
55 The Esplanade  
PAYNESVILLE VIC 3880

- The layout of existing and proposed buildings and works including setbacks
- Areas to be demolished
- Trees to be removed and those to be retained
- Location and proportions of hard surface areas, including driveways, paved areas, decking, etc
- Location of existing buildings on the site and on surrounding properties
- The use of surrounding buildings
- Any proposed fences fronting streets
- Fully dimensioned elevation plans drawn at a scale of 1:100 including colour and materials of all buildings and works
- Fully dimensioned floor plans drawn at a scale of 1:100
- Written description of the proposed buildings and works including techniques and methods employed so as to minimise any detrimental impacts on the heritage place.
- For some larger or more extensive developments, three copies of a written assessment by an appropriately qualified heritage architect.

#### **Signage:**

Any application seeking signage must be carefully considered as signage often detracts from the heritage significance of the place. Refer to the *Planning for advertising signage* checklist on the *Planning Guides and Links* page.

#### **Note**

Further information may be required for certain proposals. Many properties in East Gippsland are subject to Planning Scheme overlays. These overlays can include matters such as bushfire, erosion, environmental significance, vegetation protection etc.

An application must address the requirements of any overlays affecting the property. Review the East Gippsland Planning Scheme (see the *Planning Guides and Links* page of Council's website) for further information.

Council encourages the submission of all planning information and plans on CD in PDF format, with three hard copy sets of accompanying plans and information.

For planning forms see the *Planning Guides and Links* page on Council's website.

**If your application is not complete it will not be registered and a letter will be sent identifying information required to be provided.**

**You are encouraged to book a pre-lodgement meeting with a Planning Officer to have preliminary discussions concerning an application (please note Planning Officers are available by appointment only).**

If you have any queries or wish to book a pre-lodgement meeting, contact Council's Planning Department on 03 5153 9500 or visit Council Offices at 273 Main Street Bairnsdale, between 8.30am and 5.00pm Monday to Friday.

A planning permit is often only one approval required from Council. Other permits may be required including:

- Building Permit (Council does not issue building permits; these are issued through private building surveyors.), or
- Road Opening Permit (undertaking works within a Council road reserve i.e. vehicle crossover, service connection), or
- Septic Tank Permit. (from Council's Environmental Health Department)