

Overview

These guidelines are designed to assist you in preparing the required information for a planning permit application under a Heritage Overlay for minor works.

The purpose of the Heritage Overlay is to conserve and enhance heritage places and the elements that contribute to the significance of heritage places. Minor works in a Heritage Overlay, such as the installation of domestic services, alterations to external building facades, and the construction of outbuildings such as a garage or shed, require a design response that preserves and respects those features of a building that contribute to Stonnington's local cultural heritage significance.

If a property is within a Heritage Overlay, a planning permit is required to:

- Demolish or remove a building, including part of a building, fences, walls, and out-buildings.
- Construct a new building, such as a shed or garage.
- Alter the exterior of a building, such as replacing or building new windows and doors.
- Install domestic services, including heating and cooling systems, and chimneys.
- Install a solar energy system attached to a building, if the system is visible from a street.
- Construct a pergola or verandah.
- Construct a deck, if the deck is visible from a street.
- Construct a domestic swimming pool, if the swimming pool is visible from a street.
- Display a sign.

What is important in a Heritage Overlay?

Various elements of a heritage place or precinct can contribute to its heritage significance, and should be conserved and enhanced. Such elements may include:

- Intact architectural features from the era of a building's development, including roofs, fences, windows, verandahs, and other external details, particularly those that are visible from a street.
- The consistency of spacing between, and in front of, buildings in a street.
- The consistent size and scale of buildings within the street.
- The absence of car parking structures, particularly in front of a dwelling.

The Heritage Overlay aims to ensure that minor works respond to and complement those features of heritage significance. This can be achieved by designing and locating minor works in a manner that is sympathetic to a place's heritage significance.

What does Council consider?

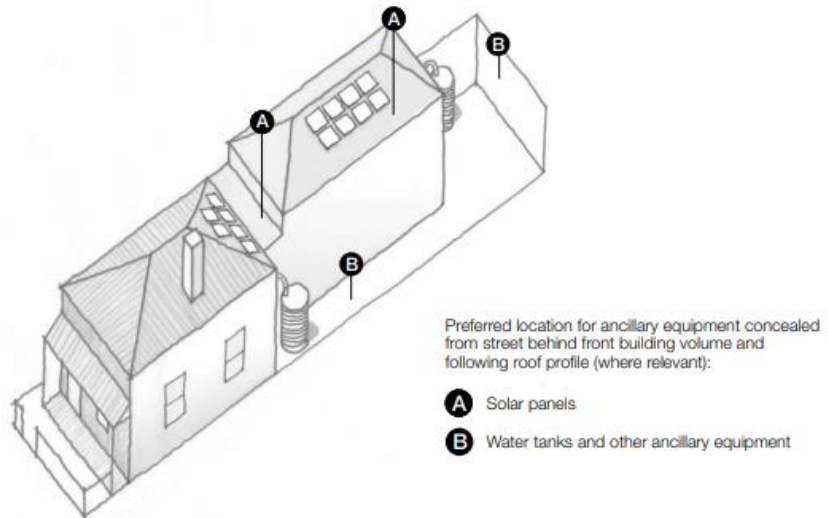
When assessing applications for minor works in a Heritage Overlay, Council will consider whether the proposal will adversely affect the heritage significance of a place. In doing so, Council will refer to the statement of significance for a place (or heritage precinct), the relevant Heritage Policy, and Council's adopted Heritage Design Guidelines. These documents provide guidance on what should be conserved, and how projects should be designed, when undertaking minor works.

General Guidelines

Services:

Heritage places were not originally designed to include ancillary services and equipment such as solar panels, rainwater tanks, air conditioning units, hot water systems and satellite dishes. Services of an inappropriate scale, placement and visual impact can adversely impact heritage values. As such, the Guidelines state that services and equipment should be:

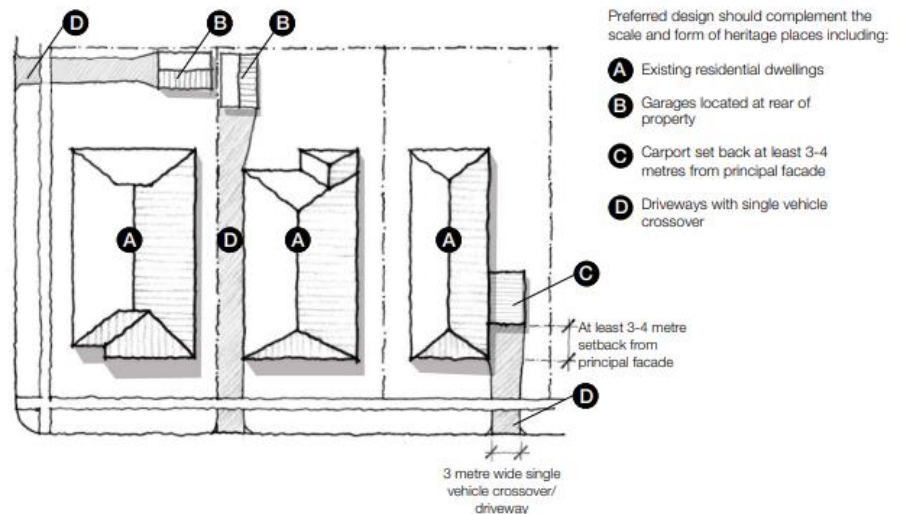
- Concealed behind the primary volume at the front of the building (for residential buildings, this generally equates to the front two rooms in depth).
- Integrated into the design of the building, taking account of the structure and orientation of the roof form.
- Installed in the preferred locations for ancillary equipment:



Ancillary buildings:

New ancillary buildings, such as garages, carports, and sheds, risk being of an inappropriate scale, mass, and visual dominance relative to significant building elements. As such, ancillary buildings should:

- Be set back from the side boundaries of a property to retain consistent spacing between buildings.
- Be set back from the sides of existing buildings, particularly within the primary volume at the front of the building (for residential buildings, this generally equates to the front two rooms in depth).
- Meet the preferred outcomes for the location of new garages and carports:



External alterations to buildings:

External alterations may include the replacement of doors and windows, the construction of a new verandah, or the replacement of roof materials. When altering an existing heritage building, keep the following in mind:

- New building elements visible from the street should be avoided.
- Additions should conserve the primary volume at the front of the building (for residential buildings, this generally equates to the front two rooms in depth).
- New features should be readily identifiable as new works, while respecting those elements that contribute to the heritage significance of a place.
- Use modern materials which are discernible from the existing building fabric.

If you wish to apply for a planning permit for minor works in a Heritage Overlay the following is required:

General	
<input type="checkbox"/>	A completed planning permit application form (this can be completed via ePlanning when submitting the application)
<input type="checkbox"/>	A Copy of Title, including relevant lot plan and any restrictions listed on title. A title can be obtained from www.landata.vic.gov.au
<input type="checkbox"/>	Payment of the applicable application fee

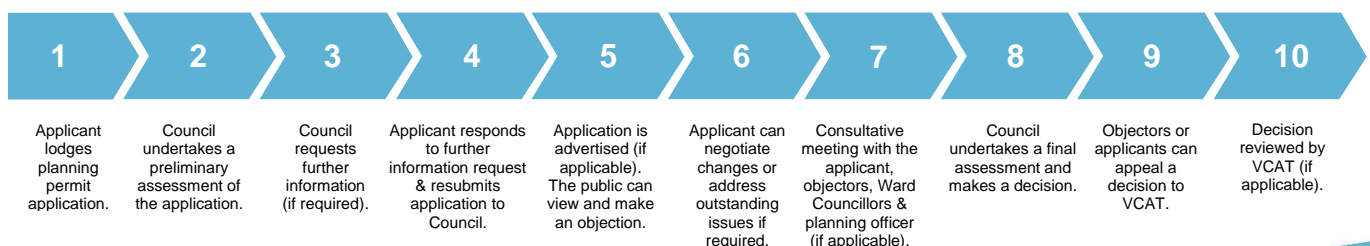
Plans	
Demolition plans and elevations, including:	
<input type="checkbox"/>	North orientation and at a scale of 1:100 or 1:200
<input type="checkbox"/>	Address of the property
<input type="checkbox"/>	The title boundaries and dimensions (this information can be found on the copy of title on the relevant lot plan)
<input type="checkbox"/>	The location of all existing buildings and key features of the site including fences and trees.
<input type="checkbox"/>	Clearly highlight any buildings (or part of buildings) or structures to be demolished
Proposed plans and elevations, including:	
<input type="checkbox"/>	North orientation and at a scale of 1:100 or 1:200
<input type="checkbox"/>	Address of the property
<input type="checkbox"/>	The title boundaries and dimensions (this information can be found on the copy of title on the relevant lot plan)
<input type="checkbox"/>	Existing features of the site
<input type="checkbox"/>	The location, height and design of the proposed building or works including dimensions
<input type="checkbox"/>	Details of the proposed materials, including a colour schedule and details of finishes

Additional Information	
<input type="checkbox"/>	A written description of the proposal, including any impacts on the significance of the heritage place
<input type="checkbox"/>	A photograph of the subject site or area affected by the proposal and adjoining properties along the street frontage
<input type="checkbox"/>	If lopping of a tree is proposed, a written description of the reason for the lopping and an arborist report
<input type="checkbox"/>	If a solar energy system is proposed, measures proposed to minimise the visibility of the facility and protect the structural integrity of heritage features. Provide details on the location, style, size, colour and materials of any proposed solar energy facility (that is visible from the street or any nearby public park), including details of the supporting structure.

Submitting your application:

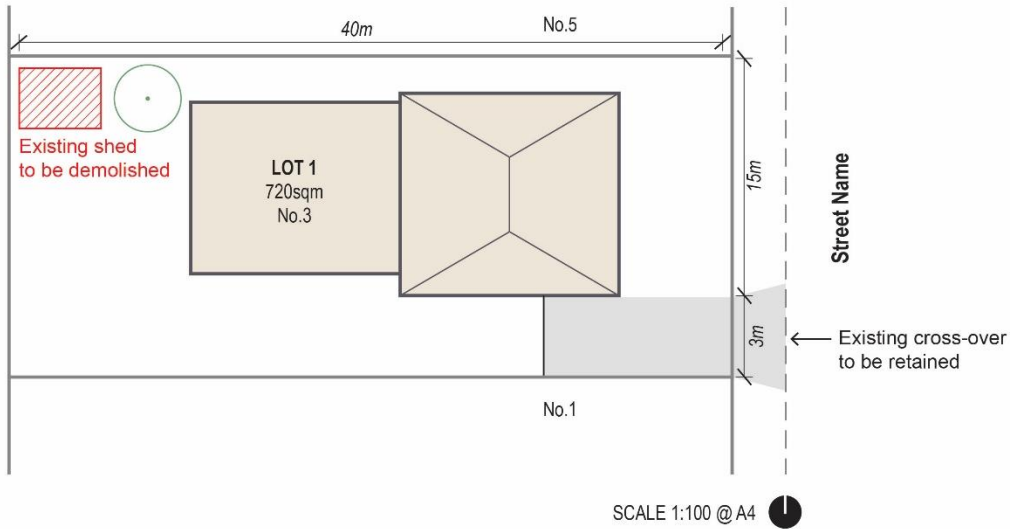
Lodge the completed application, including all forms and documents via the [ePlanning Portal](#). Alternatively, the application can be lodged in person at the Planning Counter at 311 Glenferrie Road, Malvern, emailed to council@stonnington.vic.gov.au or sent via post to Statutory Planning PO Box 53 Malvern 3144.

The application process:

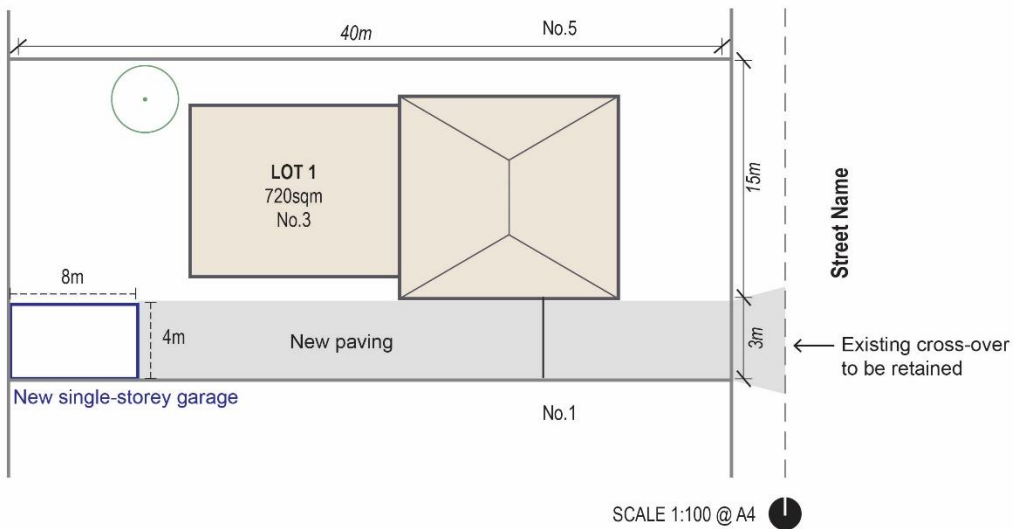


Example plans are below:

Existing/ Demolition Plan

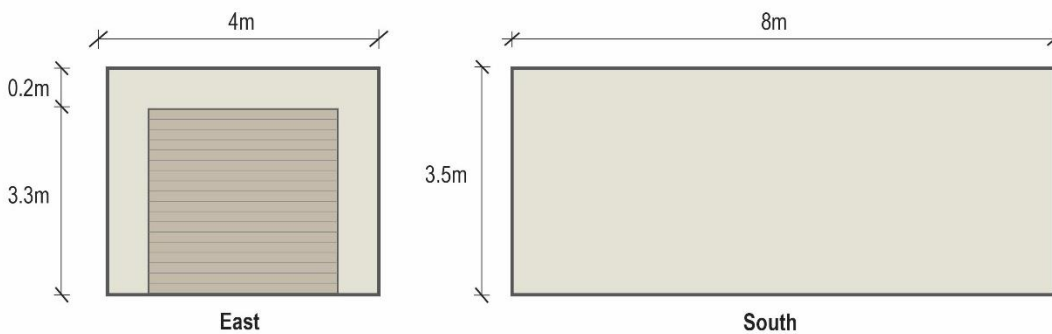


Proposed Plan



Proposed Elevations

SCALE 1:100 @ A4



Materials Schedule

- Concrete render in light grey
- Timber panels

The advice provided in this fact sheet is general in nature and provided on an informal basis. Further information regarding your proposal may be required as part of the application process and issues may arise when a full assessment is undertaken.