



Painting a building Planning guide and checklist

This guide describes the information you need to provide to Council when applying for a planning permit to paint a building. Council requires certain information in order to properly assess your application against the Queenscliffe Planning Scheme. To ensure that your application can be processed quickly and efficiently, it is important that all the relevant information is included. This guide will help you do this.

A planning permit is required to paint the outside of a building if the site is located within a Heritage Overlay and:

- It is identified as a property where external paint controls apply
- It is currently unpainted
- The painting forms part of an advertisement.

If you are unsure if you need a planning permit for painting simply call Council on 5258 1377. A planning permit is not required if you wish to repaint in the same colours as this is classified as maintenance.

How to apply for a planning permit:

To apply for a permit to subdivide, simply follow these steps:

1. **Complete an Application for Planning Permit Form.** These are available at our office or on Council's website.
2. **Refer to the Fee Schedule** to determine what fee you need to pay to lodge your application. The fee schedule is available at our office or on Council's website.
3. **Prepare your application**, making sure to include all the information described in this guide, such as plans and a written submission.
4. **Lodge your completed application.**

What information should be provided with your application:

A **Certificate of Title (one copy)**. This is a formal record about a particular piece of land, it contains basic information about the land including current ownership. The copy of the Certificate of Title must be clear, legible and complete and obtained within the last three months.

If the land is covered by a Restrictive Covenant or Section 173, a copy will also need to be provided. These will be referred to on the Certificate of Title. If you do not have a copy of the Certificate of Title, you can obtain a copy from the Land Information Centre, telephone 8636 2456, or online www.land.vic.gov.au.

Photographs or elevation drawings (two copies). The photographs or elevation drawings must show where you would like to paint. The detailed notations provided on the plan/ photograph must clearly show the proposed paint scheme and where each colour applies.

Colour samples (two copies). Details of the colours to be used in the proposed painting works must be provided with your application

Other permits/ regulations you may need to consider

Before you commence works you may also need to consider:

Road/ footpath occupancy permit– if you need to block the road/ footpath in order to undertake painting works.

Checklist

- Completed Application form
- Fee
- Certificate of Title and copy of any covenants or restrictions that affect the site (the Certificate of Title must have been issued by Land Victoria in the last 60 days)
- Photographs or elevation plans (two copies)
- Colour samples (two copies)

