

Checklist Heritage Overlay



Pyrenees
Shire Council

The purpose of this information sheet is to assist applicants in preparing a planning permit application for buildings and works within the Heritage Overlay (HO).

HO's have been developed to preserve, conserve, and protect buildings, objects, landscape, and other features within the shire of historic significance. The HO also provides for planning permit triggers for demolition works including buildings and fencing.

The following information is required when lodging a planning permit application for a dwelling in the HO:

Item	Completed
A completed application for planning permit form	
Pay the prescribed application fee	
A copy of the Certificate of Title and Title Plan/Plan of Subdivision including any covenants or agreements (produced within the last 3 months) - purchase a copy from https://www.landata.vic.gov.au/	
Fully dimensioned site plans at preferred scales of 1:100 or 1:200 including: <ul style="list-style-type: none"> Existing and proposed buildings and works. Boundaries and dimensions of the site. Vehicle access and parking areas. Existing vegetation Any other notable features such as waterways. 	
Floor and elevation plans of the proposed buildings and works drawn to a scale of 1:100.	
Fully dimensioned Demolition Plan clearly showing all buildings and works proposed to be demolished – if demolition is proposed.	
Material and colour schedule for proposed new buildings and works.	
Full colour photograph of the subject land/significant buildings or fences to support the application.	
A response to any other application requirements under the zone or any overlays affecting the land.	

Please note that this is a standard checklist which provides documentation required for lodging an application under the HO. However, additional information may be required depending on other planning controls affecting the land, the nature and complexity of the proposal and in some cases vegetation removal requirements.

It is important to understand the various controls within the HO that can have an affect on how a heritage place can be developed. Furthermore, several sites within the shire are listed on the Victorian Heritage Register that may require permits from Heritage Victoria for some proposals.

For more information, please contact the Planning Department on (03) 5349 1100 or you can email pyrenees@pyrenees.vic.gov.au Attn: Planning