

## Planning



### 1 Gather Information

You may need planning, building or construction permits.

Our website can help you understand the process.

[portphillip.vic.gov.au/build-renovate-start](http://portphillip.vic.gov.au/build-renovate-start)



### 2 Draw up plans

Engage an Architect or Draftsperson to help draw your plans. Note, your designs may also have implications when getting a building permit.

It's a good idea to discuss plans with your neighbours early.

[portphillip.vic.gov.au/who-to-involve](http://portphillip.vic.gov.au/who-to-involve)



### 3 Discuss with Council

For more complex projects, you may need a pre-application meeting with Council once you have draft plans and a copy of title.

[portphillip.vic.gov.au/pre-application](http://portphillip.vic.gov.au/pre-application)



### 4 Lodge application

To avoid delays in processing your application, make sure to refer to the checklists on our website and include all required information.

💰 Fees applicable

[portphillip.vic.gov.au/lodge-planning-permit](http://portphillip.vic.gov.au/lodge-planning-permit)



### 5 Further information

A planner will check your application and may need to request further information from you.



### 6 Feedback and assessment

Often plans require feedback before progressing.

#### Advertising

A minimum 18 day period where the community is notified of your plans. Objections may be lodged with Council.

#### Referrals

Relevant authorities and Council experts may be asked for advice on the proposed plans, and will respond within 28 days.

💰 Fees applicable

[portphillip.vic.gov.au/advertised-plans](http://portphillip.vic.gov.au/advertised-plans)



### 7 Decision

Council will approve, refuse, or issue a Notice of Decision if there have been objections.

Applicants and objectors can appeal decisions with VCAT.

[portphillip.vic.gov.au/build-renovate-decisions](http://portphillip.vic.gov.au/build-renovate-decisions)



### 8 Amend plans

When a permit is granted with conditions attached, the plans may need to be updated.

[portphillip.vic.gov.au/extend-amend-permit](http://portphillip.vic.gov.au/extend-amend-permit)

## Building



### 9 Engage Building Surveyor

Engage a private or Council Building Surveyor to assist with your works.

💰 Fees applicable

[portphillip.vic.gov.au/who-to-involve](http://portphillip.vic.gov.au/who-to-involve)



### 10 Draw building plans

Your approved plans will need to be updated with further details to meet building permit requirements. It's a good idea to use the same Architect or Draftsperson used previously.



### 11 Lodge application

Discuss your plans and application with your Building Surveyor prior to lodgement to guide you on any required documents.

💰 Fees applicable

[portphillip.vic.gov.au/lodge-building-permit](http://portphillip.vic.gov.au/lodge-building-permit)



### 12 Additional information

Based on your application, your Building Surveyor may require further information and permits.

Note, building plans may need to be amended based on this request.



### 13 Engage Builder

Cost estimates for the project will be required. Quotes from contractors will assist.

#### Owner Builder

If you're planning to do the works yourself, you will need to provide council with consent from the Victorian Building Authority.

#### Registered Builder

If you engage a registered Builder, a copy of the Builder's contract will be required. If the cost of the project is over \$16,000, you will also need to provide a copy of your Builder's warranty insurance.

[portphillip.vic.gov.au/who-to-involve](http://portphillip.vic.gov.au/who-to-involve)



### 14 Outcome

Once satisfied with all documentation, a building permit will be issued by your Building Surveyor.

✔ Building permit granted

## Construction



### 15 Asset protection

Most projects will require asset protection to safeguard public assets and infrastructure.

We recommend the building contractor organise this as it can be a technical process.

💰 Fees applicable

[portphillip.vic.gov.au/asset-protection](http://portphillip.vic.gov.au/asset-protection)



### 16 Confirmation

We'll get back to you within 10 business days after the Asset Protection application has been received, at which time building works can commence.

✔ Commence construction



### 17 Other permits

The building contractor may have to apply for other construction permits depending on the nature of works.

Your contractor will be able to discuss these permits with you.

💰 Fees applicable

[portphillip.vic.gov.au/construction-permits](http://portphillip.vic.gov.au/construction-permits)



### 18 Bond return

Once works have been completed, a final inspection is conducted and a Certificate of Occupancy may be required.

If there is no damage, the bond will be returned to the permit holder in full.

# Tips & Tricks

To navigate the planning, building and construction processes



## Want to avoid delays?

Decisions made at each stage of the process may impact on permits granted earlier. For example, planners may consider heritage implications when approving a planning permit, then Council's City Permits team will assess works based on on-street parking implications.

It's a good idea to be aware of all decision points and permits required at the start. This way you can take a big picture approach during the initial design stage to prevent delays and changes down the track.

[portphillip.vic.gov.au/build-renovate-start](http://portphillip.vic.gov.au/build-renovate-start)



## Building a fence?

Consider fence restrictions if you are in a heritage overlay.

Also keep your neighbours in the loop and talk early in the process.

[portphillip.vic.gov.au/household-projects](http://portphillip.vic.gov.au/household-projects)



## Things to check with your Architect or Draftsperson

- What rules apply to my property and how will they impact the design?**  
These might include wall heights and distances from the boundary. If you go beyond these rules, you will need separate approvals which take time and money.
- Am I in a Heritage Overlay, and how will this impact my design?**  
Your designer needs to understand Council's Heritage Policy and sight-line requirements. These are often the most contentious part of an application.
- How much time and money will it cost me to request variations to these requirements?**  
Any variation to a requirement will increase your project's timeline and costs.
- Does the design minimise the impact on the neighbours?**  
Keep your neighbours in the loop and talk to them early in the process.
- Is the design high-quality and does it sit harmoniously in the streetscape?**  
The quality of a design is a key component to a successful application.

[portphillip.vic.gov.au/who-to-involve](http://portphillip.vic.gov.au/who-to-involve)



## What can lengthen the planning process?

- Council needing more information about your proposal.
- Public notification and the advertising process to inform your neighbours and the community. Typically 3 weeks.
- Changes to your design based on feedback from referrals.
- Objections lodged toward your plan. The timeline for a final decision delays by 1 month.
- A *Notice of Decision* gives objectors 28 days to appeal.
- If objectors lodge an appeal with VCAT, the final decision can be delayed by up to 9 months.

[portphillip.vic.gov.au/build-renovate-cost-time](http://portphillip.vic.gov.au/build-renovate-cost-time)



## Thinking about being an Owner Builder?

Owner Builders are responsible for getting building permits, supervising or undertaking building work, and ensuring the work meets building regulations and standards. They may be required to get a Certificate of Consent from the Victorian Building Authority (VBA).

[portphillip.vic.gov.au/who-to-involve](http://portphillip.vic.gov.au/who-to-involve)



## Who organises inspections?

Your Builder is responsible for organising inspections during the construction phase. They must review the building permit so they are aware of when inspections are required.



## Working close to a boundary?

A *Protection Work Notice* may be required if you're working close to your neighbour's boundary, to protect their property from any damage. Your Building Surveyor will let you know if this is required, and your Builder is best placed to prepare these documents – ask them to build this into their quote.



## Want to speed up the process?

As soon as you engage your Building Surveyor, apply for Report and Consent permits for protection of the public  
[portphillip.vic.gov.au/report-consent](http://portphillip.vic.gov.au/report-consent)

As soon as you engage your Builder, apply for your Asset Protection permit to protect community assets  
[portphillip.vic.gov.au/asset-protection](http://portphillip.vic.gov.au/asset-protection)



## What does a Building Surveyor do?

Building Surveyors assess and approve applications for building permits, undertake inspections of buildings and building works, and approve building occupation or use at the end of your project.

If appointing a private Building Surveyor, ensure you find one that matches your requirements and budget, as it is a challenging process to terminate them once they have commenced.

Your Building Surveyor can advise you on any Report and Consent permits and Protection Work Notices you may need, as well as any other documentation. Building surveyors carry out inspections to ensure work is being undertaken correctly. They also issue an Occupancy Permit or Certificate of Final Inspection when work is completed.

[portphillip.vic.gov.au/who-to-involve](http://portphillip.vic.gov.au/who-to-involve)



## Need construction permits?

Either you or your Builder can apply for the following construction permits:

- Asset Protection
- Street Occupation
- Road Closure
- Work Zone to change parking restrictions
- Vehicle Crossing

[portphillip.vic.gov.au/planning-building-forms](http://portphillip.vic.gov.au/planning-building-forms)