

An amendment to an endorsed building envelope plan is required if buildings are proposed outside of the designated area. A request to amend a building envelope plan without this information will not be accepted by Council.

Checklist Item

- A covering letter is required explaining all the changes that are needed and must also include the full name and address of the applicant.
- A copy of the Title. A full, current copy of the title of the property including any restrictions/covenants listed. A copy of this can be obtained from the Land Titles Office www.land.vic.gov.au or Ph: 8636 2456. Copies of Titles must not be older than 3 months.
- The appropriate fee. A fee schedule can be downloaded by checking the [Town Planning Fees](#).
- A copy of the existing plan showing current building envelopes.
- A proposed plan showing building envelopes after the amendments have been made.
- A plan demonstrating how a proposed building would encroach outside of the building envelope.

Plans

All plans must be accurately drawn with dimensions, contain a north point and drawn to an appropriate scale. If your plans are larger than A3, one hardcopy set is to be provided and one electronic set. Additional copies of the plans will need to be provided by you if requested or Council can have the plans copied at a charge per plan.

Please speak to a member of the Planning Department about your application if you are unsure about the appropriate requirement for plans.

Note

If the building envelope forms part of the title, Council cannot amend the plan using the process outlined above. A formal town planning application would need to be completed as outlined under the Variation & Removal of Covenants/Restrictions checklist.