

Planning Enquiries
Phone: (03) 9688 0200
Web: www.maribyrnong.vic.gov.au

Application for a Planning Permit

If you need help to complete this form, read MORE INFORMATION at the end of this form.

⚠ Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the Planning and Environment Act 1987. If you have any questions, please contact Council planning department.

⚠ Questions marked with an asterisk (*) must be completed.

⚠ If the space provided on the form is insufficient, attach a separate sheet

i Click for further information.

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The Land **i**

Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address *

Unit No:	St. No.: 10	St. Name: Salisbury
Suburb/Locality: Yarraville		Post Code: 3013

Formal Land Description *

Complete either A or B.

⚠ This information can be found on the certificate of title

If this application relates to more than one address, attach a separate sheet setting out any additional property details.

A OR	Vol.: 2373	Folio.: 451	Suburb.: Yarraville
	Lot No.: 1	Type.: Title Plan	
B	Crown Allotment No.:		Section No.:
	Parish/Township Name:		

The Proposal

⚠ You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application

i For what use, development or other matter do you require a permit? *

Construction of a verandah at the side of the existing dwelling

i Provide additional information about the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

i Estimated cost of any development for which the permit is required *

15939.00

⚠ You may be required to verify this estimate. Insert '0' if no development is proposed.

If the application is for land within **metropolitan Melbourne** (as defined in section 3 of the Planning and Environment Act 1987) and the estimated cost of the development exceeds \$1.093 million (adjusted annually by CPI) the Metropolitan Planning Levy must be paid to the State Revenue Office and a current levy certificate **must** be submitted with the application.

Visit www.sro.vic.gov.au for information.

Existing Conditions i

Describe how the land is used and developed now *

For example, vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

Residential - single dwelling

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 Provide a plan of the existing conditions. Photos are also helpful.

Title Information i

Encumbrances on title *

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

- Yes (If 'yes' contact Council for advice on how to proceed before continuing with this application.)
- No
- Not applicable (no such encumbrance applies).
- Not Sure

 Provide a full, current copy of the title for each individual parcel of land forming the subject site. The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments', for example, restrictive covenants.

Applicant and Owner Details i

Provide details of the applicant and the owner of the land.

Applicant *

The person who wants the permit.

Name:		
Title: MR	First Name: Joseph	Surname: Nguyen
Organization (if applicable):		
Unit No:	St. No: 5	St. Name: Genesis Drive
Suburb: EPPING	State: VIC	Postcode: 3076
Business phone:	Email: jntnbuildingservices@gmail.com	
Mobile phone:	Home:	

Where the preferred contact person for the application is different from the applicant, provide the details of that person.

Contact person's details*

Name:		Same as applicant <input checked="" type="checkbox"/>
Title: MR	First Name: Joseph	Surname: Nguyen
Organization (if applicable):		
Unit No:	St. No: 5	St. Name: Genesis Drive
Suburb: EPPING	State: VIC	Postcode: 3076
Business phone:	Email: jntnbuildingservices@gmail.com	
Mobile phone:	Home:	

Owner *

The person or organisation who owns the land

Where the owner is different from the applicant, provide the details of that person or organization.

Name:		Same as applicant <input type="checkbox"/>
Title: MR	First Name: Benjamin	Surname: Nunns
Organization (if applicable):		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No:	St. No: 10	St. Name: Salisbury Street
Suburb: YARRAVILLE	State: VIC	Postcode: 3013
Business Phone:	Email: benjamin.nunns@gmail.com	
Mobile phone: 0487781720	Home:	

Declaration

This form must be signed by the applicant *

 Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.

Signature:

Joseph Nguyen

Date

16 / 11 / 2025

day / month / year

Need help with the Application?

General information about the planning process is available at planning.vic.gov.au

Contact Council's planning department to discuss the specific requirements for his application and obtain a planning permit checklist. Insufficient or unclear information may delay your application

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Has there been a pre-application meeting with a council planning officer

No

Yes

Officer Name:

Date:

day / month / year

Checklist

Have you:



Filled in the form completely?



Paid or included the application fee?



Most applications require a fee to be paid. Contact Council to determine the appropriate fee.



Provided all necessary supporting information and documents?



A full, current copy of title information for each individual parcel of land forming the subject site



A plan of existing conditions.



Plans showing the layout and details of the proposal.



Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.



If required, a description of the likely effect of the proposal (for example, traffic, noise, environmental impacts)



If applicable, a current Metropolitan Planning Levy certificate (a levy certificate expires 90 days after the day on which it is issued by the State Revenue Office and then cannot be used). Failure to comply means the application is void



Completed the relevant council planning permit checklist?



Signed the declaration?

Lodgement

Lodge the completed and signed form, the fee and all documents with:

Maribyrnong City Council
PO Box 58
Footscray VIC 3011
Cnr Napier and Hyde Streets
Footscray VIC 3011

Contact information:

Phone: (03) 9688 0200

Email: email@maribyrnong.vic.gov.au

DX: 81112

Deliver application in person, by post or by electronic lodgement.

i MORE INFORMATION

The Land

Planning permits relate to the use and development of the land. It is important that accurate, clear and concise details of the land are provided with the application.

How is land identified

Land is commonly identified by a street address, but sometimes this alone does not provide an accurate identification of the relevant parcel of land relating to an application. Make sure you also provide the formal land description - the lot and plan number or the crown, section and parish/ township details (as applicable) for the subject site. This information is shown on the title.

See **Example 1**.

The Proposal

Why is it important to describe the proposal correctly?

The application requires a description of what you want to do with the land. You must describe how the land will be used or developed as a result of the proposal. It is important that you understand the reasons why you need a permit in order to suitably describe the proposal. By providing an accurate description of the proposal, you will avoid unnecessary delays associated with amending the description at a later date.

▲ Planning schemes use specific definitions for different types of use and development. Contact the Council planning office at an early stage in preparing your application to ensure that you use the appropriate terminology and provide the required details.

How do planning schemes affect proposals?

A planning scheme sets out policies and requirements for the use, development and protection of land. There is a planning scheme for every municipality in Victoria. Development of land includes the construction of a building, carrying out works, subdividing land or buildings and displaying signs.

Proposals must comply with the planning scheme provisions in accordance with Clause 61.05 of the planning scheme. Provisions may relate to the State Planning Policy Framework, the Local Planning Policy Framework, zones, overlays, particular and general provisions. You can access the planning scheme by either contacting Council's planning department or by visiting Planning Schemes Online at planning-schemes.delwp.vic.gov.au

▲ You can obtain a planning certificate to establish planning scheme details about your property. A planning certificate identifies the zones and overlays that apply to the land, but it does not identify all of the provisions of the planning scheme that may be relevant to your application. Planning certificates for land in metropolitan areas and most rural areas can be obtained by visiting www.landata.vic.gov.au. Contact your local Council to obtain a planning certificate in Central Goldfields, Corangamite, Macedon Ranges and Greater Geelong. You can also use the free Planning Property Report to obtain the same information.

See **Example 2**.

Estimated cost of development

In most instances an application fee will be required. This fee must be paid when you lodge the application. The fee is set down by government regulations.

To help Council calculate the application fee, you must provide an accurate cost estimate of the proposed development. This cost does not include the costs of development that you could undertake without a permit or that are separate from the permit process. Development costs should be calculated at a normal industry rate for the type of construction you propose.

Council may ask you to justify your cost estimates. Costs are required solely to allow Council to calculate the permit application fee. Fees are exempt from GST.

▲ Costs for different types of development can be obtained from specialist publications such as Cordell Housing: Building Cost Guide or Rawlinsons: Australian Construction Handbook

▲ Contact the Council to determine the appropriate fee. Go to planning.vic.gov.au to view a summary of fees in the Planning and Environment (Fees) Regulations.

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Metropolitan Planning Levy refer Division 5A of Part 4 of the Planning and Environment Act 1987. Only a planning permit application under section 47 or 96A of the Act for a development of land in metropolitan Melbourne as defined in section 3 of the Act may be a leviable application. If the cost of the development exceeds the threshold of \$1 million (adjusted annually by consumer price index) a levy certificate must be obtained from the State Revenue Office after payment of the levy. A valid levy certificate must be submitted to the responsible planning authority (usually council) with a leviable planning permit application. Refer to the State Revenue Office website at www.sro.vic.gov.au for more information. A leviable application submitted without a levy certificate is void

Existing Conditions

How should land be described?

You need to describe, in general terms, the way the land is used now, including the activities, buildings, structures and works that exist (e.g. single dwelling, 24 dwellings in a three-storey building, medical centre with three practitioners and 8 car parking spaces, vacant building, vacant land, grazing land, bush block)

Please attach to your application a plan of the existing conditions of the land. Check with the local Council for the quantity, scale and level of detail required. It is also helpful to include photographs of the existing conditions.

See **Example 3**.

Title Information

What is an encumbrance?

An encumbrance is a formal obligation on the land, with the most common type being a mortgage. Other common examples of encumbrances include:

- **Restrictive Covenants:** A restrictive covenant is a written agreement between owners of land restricting the use or development of the land for the benefit of others, (eg. a limit of one dwelling or limits on types of building materials to be used).
- **Section 173 Agreements:** A section 173 agreement is a contract between an owner of the land and the Council which sets out limitations on the use or development of the land.
- **Easements:** An easement gives rights to other parties to use the land or provide for services or access on, under or above the surface of the land.
- **Building Envelopes:** A building envelope defines the development boundaries for the land.
- signed the declaration on the last page of the application form

Aside from mortgages, the above encumbrances can potentially limit or even prevent certain types of proposals.

What documents should I check to find encumbrances

Encumbrances are identified on the title (register search statement) under the header encumbrances, caveats and notices. The actual details of an encumbrance are usually provided in a separate document (instrument) associated with the title. Sometimes encumbrances are also marked on the title diagram or plan, such as easements or building envelopes.

What about caveats and notices?

A caveat is a record of a claim from a party to an interest in the land. Caveats are not normally relevant to planning applications as they typically relate to a purchaser, mortgagee or chargee claim, but can sometimes include claims to a covenant or easement on the land. These types of caveats may affect your proposal.

Other less common types of obligations may also be specified on title in the form of notices. These may have an effect on your proposal, such as a notice that the building on the land is listed on the Heritage Register.

What happens if the proposal contravenes an encumbrance on title?

Encumbrances may affect or limit your proposal or prevent it from proceeding. Section 61(4) of the *Planning and Environment Act 1987* for example, prevents a Council from granting a permit if it would result in a breach of a registered restrictive covenant. If the proposal contravenes any encumbrance, contact the Council for advice on how to proceed.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 02373 FOLIO 451

Security no : 124129332654G
Produced 26/11/2025 09:31 AM

CITY OF MARIBYRNONG
RECEIVED
19/01/2026
URBAN PLANNING

LAND DESCRIPTION

Lot 1 on Title Plan 516178S.
PARENT TITLE Volume 01791 Folio 001
Created by instrument 308062 13/08/1891

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REGISTERED PROPRIETOR

Estate Fee Simple
Joint Proprietors
BENJAMIN ERIC NUNNS
FIONA JANE IVE both of 10 SALISBURY STREET YARRAVILLE VIC 3013
AX955550P 01/05/2024

ENCUMBRANCES, CAVEATS AND NOTICES

MORTGAGE AX955551M 01/05/2024
NATIONAL AUSTRALIA BANK LTD

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE TP516178S FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 10 SALISBURY STREET YARRAVILLE VIC 3013

ADMINISTRATIVE NOTICES

NIL

eCT Control 16089P NATIONAL AUSTRALIA BANK LTD
Effective from 01/05/2024

DOCUMENT END

Development Summary

Size of existing dwelling: 151.49m²

Site Coverage: 55.43%

Open Space: 79m²

Site area covered by pervious surfaces: 108m²

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Written Assessment

Clause 54 – One Dwelling on a Lot (Townhouse and Low-Rise Code)

Maribyrnong Planning Scheme

Site Address: 10 Salisbury Street, Yarraville VIC 3013

Proposal: Construction of a verandah to an existing double-storey dwelling

Plans Referenced: Sheets 1–4 (Site Plan, Stormwater & Footings, Elevations, Shadow Diagrams)

This written statement has been prepared in accordance with Clause 54.01 of the Maribyrnong Planning Scheme and follows the structure and intent of the *Written Statement Checklist – Clause 54*. It outlines which standards are met and, where relevant, explains how the proposal meets the corresponding objectives having regard to the decision guidelines.

Clause 54 Compliance Assessment

Standard	Is standard fully met?	Does an objector have a right of appeal?	Assessment
A2-1 Street setback	Yes	No	The proposal does not alter the existing street setback. The verandah is located to the side/rear of the dwelling and is not visible from Salisbury Street. The standard is fully met.

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Standard	Is standard fully met?	Does an objector have a right of appeal?	Assessment
A2-2 Building height	Yes	No	The verandah does not increase the height of the existing dwelling and remains well below the maximum permitted building height. The standard is met.
A2-3 Side and rear setbacks	No	No	The verandah is located 100mm setback from the side boundary. The standard is not met.
A2-4 Walls on boundaries	Yes	No	No new walls are proposed on or near boundaries. The verandah is a lightweight, open structure supported by posts set clear of boundaries. The standard is met.
A2-5 Site coverage	Yes	No	Post-development site coverage is 55.43%, which is below the maximum 60% allowed. The standard is fully met.
A2-6 Tree canopy	Yes	No	No trees or vegetation are proposed to be removed and no

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Standard	Is standard fully met?	Does an objector have a right of appeal?	Assessment
			reduction in tree canopy occurs as a result of the development. The standard is met.
A2-7 Front fences	Yes	No	The proposal does not include any alterations to the existing front fence or boundary treatments. The standard is met.
A2-8 Building setback for small second dwellings	Not applicable	No	The proposal does not include a small second dwelling. This standard is not applicable.
A3-1 Street integration	Yes	No	The verandah is visually recessive and not visible from the street. The existing dwelling continues to present as the dominant built form, ensuring appropriate street integration.
A3-2 Private open space	Yes	No	The verandah enhances the usability of private open space by providing covered outdoor amenity without reducing

Standard	Is standard fully met?	Does an objector have a right of appeal?	Assessment
			the minimum area or functionality of secluded private open space. The standard is met.
A3-3 Solar access to open space	Yes	No	Shadow diagrams demonstrate that the verandah causes only minimal additional shadowing, largely contained within the subject site. Adequate solar access to private open space is maintained. The standard is met.
A3-4 Daylight to new windows	Yes	No	No new habitable room windows are proposed as part of the development. The standard is met.
A3-5 Safety and accessibility for small second dwellings	Not applicable	No	The proposal does not involve a small second dwelling. This standard is not applicable.
A4-1 Daylight to existing windows	Yes	No	The verandah's lightweight construction and location ensure there is no unreasonable reduction in daylight

Standard	Is standard fully met?	Does an objector have a right of appeal?	Assessment
			to existing windows of adjoining dwellings. The standard is met.
A4-2 Existing north-facing windows	Yes	No	The proposal does not overshadow or obstruct existing north-facing windows on adjoining properties. The standard is met.
A4-3 Overshadowing secluded open space	Yes	No	Shadow diagrams at 9am, 12pm and 3pm show that any additional shadowing is minor and does not unreasonably impact neighbouring secluded private open space. The standard is met.
A4-4 Overlooking	Yes	No	The verandah does not introduce new elevated areas, habitable room windows, or balconies. There are no unreasonable overlooking impacts to adjoining properties. The standard is met.

Standard	Is standard fully met?	Does an objector have a right of appeal?	Assessment
A5-1 Permeability	Yes	No	The development provides a permeability area of 38.11%, exceeding the minimum 20% requirement. The standard is met.
A5-2 Overshadowing domestic solar energy systems	Yes	No	The verandah is of limited height and extent and does not overshadow existing solar energy systems on adjoining properties. The standard is met.
A5-3 Rooftop solar energy generation area	Yes	No	The verandah does not preclude the installation or operation of rooftop solar energy systems on the dwelling. The standard is met.
A5-4 Solar protection to new north-facing windows	Yes	No	No new north-facing windows are proposed. The standard is met.

Conclusion

The proposed verandah at 10 Salisbury Street, Yarraville, has been assessed against the objectives and standards of Clause 54 of the Maribyrnong Planning Scheme using the Clause 54 Written Statement Checklist. All applicable standards are met, and the proposal

will not result in unreasonable amenity impacts to neighbouring properties or the streetscape.

The development represents a modest, well-designed addition that is consistent with the intent of Clause 54 and is considered appropriate for the site.