

What is an extension or alteration?

An extension is an addition or increase in the floor area of an existing dwelling, for example, adding an additional storey or ground floor room, an attached verandah or carport.

An alteration can involve internal or external changes to an existing dwelling without an increase in the floor area, for example, changing the materials of any walls.

Do I need a planning permit for an extension or alteration?



Whether a planning permit is required for an extension or alteration to a dwelling is dependent on the Zone of the land and any Overlays or other controls that apply under the [Cardinia Planning Scheme](#).

Check the Zones and Overlays that apply to your land via [VicPlan](#).

Land in Residential Zones

In most circumstances, a planning permit is **not required** for an extension or alteration to a dwelling if the land is in a residential zone (i.e. General Residential Zone, Neighbourhood Residential Zone, Low Density Residential Zone), unless:

- The area of the land is less than 300 square metres; or
- The land is affected by an Overlay or other planning control; or
- There is more than one dwelling on the lot.

If a planning permit is required for an extension or alteration to a dwelling, the development must meet the requirements of Clause 54 of the Cardinia Planning Scheme.

Any other requirement of a zone (such as the minimum garden area and maximum building height requirements) must be met.

Land in Rural Zones

In most circumstances, a planning permit **is required** for an extension or alteration to a dwelling in a rural zone (i.e. Rural Conservation Zone, Green Wedge Zone and Green Wedge A Zone).

Land in Other Zones

Requirements for an extension or alteration to a dwelling in other zones not listed above may vary. Please contact us for further information.

Land Affected by Overlays

Overlays are planning controls that seek to address a particular issue or provide a specified outcome, with large areas of land within Cardinia Shire affected by various Overlays. Common Overlays affecting land include the:

- Environmental Significance Overlay
- Vegetation Protection Overlay
- Heritage Overlay
- Design and Development Overlay
- Bushfire Management Overlay
- Land Subject to Inundation Overlay

In addition to permit requirements and/or exemptions provided in a Zone, a planning permit may be required under an Overlay for an extension or alteration to a dwelling, unless:

- The proposal meets an applicable exemption within the Overlay or Clause 62 of the Cardinia Planning Scheme.

Vegetation Removal

A planning permit is required to remove, destroy or lop vegetation in many areas of Cardinia Shire.

If your proposal results in the removal of vegetation, a planning permit may be required – whether or not a planning permit is required for the proposed use/development.

If the proposed dwelling extension or alteration is in close proximity to existing vegetation, it may be negatively impacted by the development. If this is the case, additional information (such as a report prepared by a qualified Arborist) may be required to be provided with a planning permit application.

Restrictive Covenants and Section 173 Agreements

Many parcels of land within Cardinia Shire are affected by Restrictive Covenants or Section 173 Agreements. These documents are registered on the title of the land, and many restrict or prohibit certain types of land use or development.

In most circumstances, Council cannot issue a planning permit if the proposal would breach or be inconsistent with a restrictive covenant or Section 173 Agreement.

Council does not have copies of these documents and cannot provide them. They can be obtained from the [Landata \(Titles Office\) website](#).

Building Permits

A building permit is a separate, usually subsequent document to a planning permit. A building permit is generally required for a dwelling extension or alteration – whether or not a planning permit is required.

Council does not issue building permits.

For more information regarding building permits, contact Council's Building Department (for general advice) or a Registered Building Surveyor (to obtain a building permit).

Frequently Asked Questions

1. *What application fee applies to an application for a planning permit for a dwelling extension or alteration?*

The cost of the application depends on the estimated cost of the development. For more information regarding planning fees, visit our [website](#) or contact Council's Statutory Planning team for further advice.

2. What are the building setback requirements and regulations which may affect my application?

Your architect, drafts person or building surveyor will be able to advise you of any setback requirements or regulations as part of the process of designing your extension, renovation or alteration.

When considering the siting and design of your dwelling extension or alteration, you are encouraged to consider how it responds to the key features of the area and the purposes, objectives and decision guidelines of the planning controls that apply to the land.

3. Does my application qualify for VicSmart?

Some types of proposals for dwelling extensions and/or alterations may qualify for assessment as a 'VicSmart' application, which is a streamlined and generally accelerated planning permit application process.

To confirm whether your application is eligible for assessment as a VicSmart application, review the relevant planning control(s) (usually the Zone or Overlay) under which a planning permit is required. If a planning permit is required under more than one provision of the Cardinia Planning Scheme, the application must be eligible for VicSmart under all provisions.

If you are unsure whether your application is eligible for assessment as a VicSmart, please contact Council's Statutory Planning team.

Important

The fact a permit can be granted for a particular proposal does not indicate or imply a permit should or will be granted. Council will assess any application lodged against the relevant facts and provisions of the Cardinia Planning Scheme, as applicable.

Any advice provided within this fact sheet is preliminary advice only and subject to change. Council endeavours to provide clear and accurate advice based on the information provided and the relevant provisions of the Cardinia Planning Scheme.

The advice within this fact sheet is current at the date of publishing but may be impacted by subsequent changes to the Planning Scheme, legislation, the proposal, referral advice, site inspections, the public notification process, and any other change of circumstance.

Further Advice

For general advice, please contact Council's Statutory Planning team on the details below.

For more detailed project/site specific advice (including written confirmation of whether a planning permit is required), it is encouraged to [request planning advice in writing](#) or arrange a [pre-application meeting](#) with Council's Statutory Planning team.

Contact Us:

In Person: Visit us at our Civic Centre, 20 Siding Avenue, Officer.

Email: mail@cardinia.vic.gov.au

Phone: 1300 787 624

Web: www.cardinia.vic.gov.au

Translation Information

If you need an interpreter, call the [Translating and Interpreting Service \(TIS National\)](#) on [131 450](#) to speak to an interpreter. Ask them to phone Cardinia Shire Council on [1300 787 624](#)

National Relay Service (NRS)

TTY: 133 677 (ask for 1300 787 624)

Speak and Listen (speech-to-speech relay): 1300 555 727 (ask for 1300 787 624)

Information Requirements – Checklist

If a planning permit is required for a dwelling extension or alteration, an application lodged with Council must be accompanied by the necessary supporting documentation and plans, or the application may be void and not able to be assessed.

The below information generally constitutes the minimum information required to accompany an application:

☐	A completed 'Application for a Planning Permit' form – <i>not required if the application is lodged via Council's ePlanning Portal.</i>
☐	The relevant application fee .
☐	A complete copy of title for the subject land, including: ○ A copy of the Register Search Statement (i.e. copy of title). ○ A copy of the Plan of Subdivision for the land. ○ Copies of any restrictive covenants and/or section 173 agreements. <i>These documents must be dated no older than 90 days and can be obtained via the Landata website.</i>
☐	Any information specifically required by the Cardinia Planning Scheme, including: ○ The information required by the Bushfire Management Overlay, if a planning permit is required under the Bushfire Management Overlay.
☐	A detailed written statement describing/detailing: ○ The site, surrounding area and proposal; ○ How any mandatory requirements of the Cardinia Planning Scheme are met; ○ How the proposal complies with and/or responds to the relevant provisions of the Cardinia Planning Scheme; and ○ Details of whether the small second dwelling is proposed to be connected to reticulated services (i.e. power, water and sewer). <i>In areas where reticulated services are not available, alternative solutions/supplies must be provided and detailed.</i> <i>If reticulated sewer is not available and a new or upgraded septic system is proposed to service the small second dwelling, a Land Capability Assessment may be required.</i>
☐	Photographs of the subject site and area where the development is proposed.
☐	If the development is likely to result in impacts to adjacent vegetation, a report prepared by a suitably qualified Arborist.

	<i>Note: This document is sometimes referred to as an ‘Arborist Report’, ‘Arboricultural Assessment’ or ‘Construction Impact Assessment’.</i>
☐	A fully dimensioned site plan (i.e. a birds eye view of the site and proposed development), drawn to a stated scale and a minimum of A3 in size, clearly showing: ○ North clearly indicated. ○ Boundaries and dimensions of the subject site, as detailed on the plan of subdivision. ○ Location and detail of any easements, as detailed on the plan of subdivision. ○ Ground levels of the site. ○ Key features of adjoining land and the surrounding area (such as roads, neighbouring properties and buildings). ○ Location and detail of existing buildings or other features (such as fencing, driveways, waterways, earthworks) on the site. ○ Location and detail of all existing vegetation on the site, including details of species, setback from development, tree protection zone(s) and detail of whether the tree is proposed to be retained or removed. More information regarding tree protection zone(s) is available here. ○ Location and all relevant detail of the proposed development, including (but not limited to): ▪ Setbacks of the development from all property boundaries. ▪ All relevant dimensions of proposed development. ▪ All proposed works, including driveways, earthworks, retaining walls and the like.
☐	A fully dimensioned floor plan (i.e. a birds eye view of the internal layout of the development), drawn to a stated scale and a minimum of A3 in size, clearly showing: ○ North clearly indicated. ○ The internal layout of all proposed buildings, including all relevant dimensions. ○ Details of the finished floor level. ○ Location, detail and all relevant dimensions of proposed windows and doors. ○ Location and detail of any proposed internal rooms, with the purpose of the room clearly stated.
☐	Fully dimensioned elevation plans (i.e. perspective views of all sides of proposed development), drawn to a stated scale and a minimum of A3 in size, clearly showing: ○ All sides of proposed buildings, with the relevant direction (i.e. north, south etc) clearly labelled. ○ The location and detail of doors, windows, eaves, verandahs, decks or other similar features. ○ The maximum height(s) and wall height(s) clearly dimensioned for all building elevations above ground level. ○ Details of floor and ceiling heights for all elevations. ○ Location, detail and relevant dimensions of any proposed earthworks. ○ A schedule (i.e. a table) listing materials and finishes (including specific colours) of all external surfaces of the development.

The information listed above comprises the minimum information generally required for an application to be lodged and reviewed by Council.

All applications are different, and Council may determine additional information (beyond that listed above) is required to assess any application.