

Advisory — Advocacy — Approval

Ref. 1370

7 July 2026

Di Stanley
Statutory Planner
Greater Geelong City Council

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By email: statplanning@geelongcity.vic.gov.au

Dear Di,

Planning Permit Application PP-401-2026 — Partial demolition, relocation, additions and alterations to a dwelling and boundary realignment within a Heritage Overlay – 195 Roslyn Road, Belmont

We write in response to Council's request for further information dated 27 May 2026.

Amended architectural drawings have been prepared by the [REDACTED] to respond to each of the items of further information sought by Council.

1.0 Further Information Requested

The following responses are provided to address each of the items of further information requested:

1. *Additional details added to the demolition plan to outline the removal of the rear portion of the principal hipped roof (and ridgeline). Although this section of roofing is at the rear of the dwelling emphasis is put on maintaining the three dimensional integrity of the dwelling.*

Please refer to the amended architectural drawings.

Two stages of demolition are proposed. The first stage will demolish the rear portion of the dwelling indicated in red on the demolition plans and elevations. The dwelling would then be relocated, before a second stage of demolition, indicated in green, is undertaken.

The ridgelines referred to by Council would be 'scotched over'; that is, a new roof structure would be constructed on top of the existing structure to tie the existing roof into the additions. The scotched portion of the new roof would be finished in new corrugated iron such that it would read as part of the original dwelling.

The proposal seeks to retain a substantial proportion of the three dimensional form of the original dwelling.

2. *Indicate if the existing roof sheeting is to be replaced given that the materials listed on TP300 for the existing dwelling refer to Dulux Colorbond in shale grey.*

Please refer to the amended elevation drawings (TP300 & TP301) which now clearly distinguishes between existing roof sheeting, which will be restored and painted (Dulux Shale Grey), and new roof sheeting.

3. *The existing western elevation drawing TP008 shows that three windows in the west facing façade of the dwelling will be retained. The demolition floor plan TP005 shows that the interior of the rear room on the western side of the dwelling is to be demolished but indicates that the rear west facing window would be retained.*

These details are not consistent with the proposed western elevation drawing TP301 which shows that two windows would be retained and that the rear of the western façade and associated roofing would be altered and include a new window. The demolition drawings and the proposed development drawings are to be consistent.

Please refer to the amended drawings TP008 and TP301 which clarify that the rear west facing window would be removed in the second stage of demolition (post relocation), and the existing weatherboard cladding would be replaced over the existing structure (which would be retained).

4. *Similarly, the existing eastern elevation drawing TP007 shows the principal roof form intact at the rear of the dwelling however, the proposed eastern elevation drawing TP300 shows new wall fabric extending closer to the retained window and altered roof form at the rear of the retained dwelling on the eastern side. The demolition drawings and the proposed development drawings are to be consistent.*

Please refer to the amended drawing TP007. A small section of the roof form and eastern wall is proposed to be removed.

As discussed above, an area of new roof would be scotched over the existing roof structure. This area has been highlighted in green diagonal hatching on the amended TP300.

A section of the existing weatherboard cladding would be removed (with the underlying structure retained) where it is proposed to extend the dwelling to the east to construct the new garage.

5. *Additional drawings and details to accompany the methodology report prepared by PK House relocations, to illustrate how the dwelling will be safeguarded during the relocation process. Confirm that the dwelling is to be moved as one built form, detail the location and extent of bracings and how the verandahs are to be managed throughout the relocation process.*

Please refer to the enclosed Structural Engineering Report prepared by [REDACTED] which includes details of temporary bracing measures to protect the dwelling during relocation. We can confirm that the dwelling will be moved as single form after the first stage of demolition, with the exception of brick chimneys which would be dismantled and reconstructed as detailed in the Relocation Methodology prepared by [REDACTED]

6. *Provide a photo / colour reference for the mortar mix to be used to reconstruct the chimneys.*

Please refer to the enclosed Chimney Mortar Details. New mortar would be mixed with oxide additives to match as closely as possible the documented colour of existing mortar.

7. *All materials and finishes being documented on the drawings, including the window and door framing construction for the additions.*

Please refer to drawings TP300 and TP301 which now include a more detailed materials schedule.

8. *A fence elevation drawing for the front fence and confirmation that the fence will be constructed of timber.*

Please refer to drawing TP300 – a fence elevation has been provided. The fence is proposed to be constructed of timber.

9. *List the Lot numbers on the dwelling relocation drawing.*

Please refer to TP009 which now details lot numbers consistent with the Proposed Plan of Subdivision which has been prepared by [REDACTED] (also enclosed).

10. *Provide a Garden Area plan for the relocated dwelling and the proposed reduction to the lot area.*

Please refer to new drawing TP100A which provides a Garden Area Plan. The proposal achieves a garden area of 39% on the proposed dwelling lot, well over the minimum requirement of 30%.

11. *The Notional Root Zone of the street tree located to the east of the site and the distance of the trunk to the edge the proposed crossover should be dimensioned on the drawings. A 2.5 metre space from the trunk of the street tree to the crossover should be observed.*

Please refer to Drawing TP100. The NRZ of the street tree has been indicated and results in only a minor encroachment (9%). The tree is located 3.1 metres from the proposed crossover.

We note that it is proposed to make use of an existing approved crossover location (as evidenced by the break in the kerb and channel) on Roslyn Road. While the crossover itself was never constructed, it appears that Council has previously intended the crossover to the proposed house lot to be in this location. The break in the

kerb and channel is the only viable location for a crossover to the house lot due to the position of the existing power pole.

2.0 Preliminary Concerns

The following responses are provided to address each of the items of the raised concerns:

12. *Construct new vehicular crossings min. 3.3 m wide with 0.6 m offset from side boundary in accordance with the requirements and standards of the City of Greater Geelong.*
13. *The vehicle crossing for Lot 1 is to be relocated further west to provide the minimum required 1.0 m clearance from the existing power pole located west of the proposed vehicle crossing and to provide a greater setback to the children's crossing located to the east of the site.*
14. *If the dimensioning of the proposed crossover causes a Moderate encroachment of the street tree, it will jeopardise its viability, so in this instance Parks planning support its removal.*

We note that the proposal is to make use of the pre-existing break in the kerb and channel servicing Lot 1 (rather than construct a new crossover). We therefore submit that the location of the crossover is not subject to further approval.

We note that the minimum offset of 0.6 metres from the side boundary and 1 metre clearance from the existing power pole have been met, and that only a very minor variation (0.4 metres) of the standard 3.3 metre width is required.

As noted above, the encroachment to the street tree's notional root zone is minor (9%) and therefore will not jeopardise the health of the tree.

15. *A capped, visually permeable front capped picket fence and pedestrian gate are proposed along the front boundary, ranging in height from 1200 mm at the east end to 1600 mm at the west side. The fence construction has not been documented. Ideally, the fence should be stepped in bays to follow the topography of the site.*

Please refer to drawing TP300, which provides a fence elevation. The proposed fence consists of 1200 mm high bays, which step down to follow the topography of the site as requested by Council.

16. *The Decision Guidelines at Clause 43.01-8 also require an assessment as to whether the proposed subdivision (boundary realignment) may result in development which will adversely affect the significance, character or appearance of the heritage place. No development plans for the balance of the site have been provided. Any proposed development as a separate planning permit application will need to meet the purpose of the heritage overlay.*

We note that the proposed subdivision amounts to a minor adjustment of the boundaries of the two lots currently comprising the subject site. The boundary realignment does not fundamentally alter the pattern of subdivision. The proposed subdivision does not have any significant impact on the development potential of the balance of the site.

The Heritage Overlay will continue to apply to the site in its entirety, requiring a planning permit for the construction of any new buildings on the balance of the site. Such a proposal would need to be assessed on its merits against the provisions of the Heritage Overlay and State and local heritage policy.

We note that Council's heritage advisor has accepted that the boundary realignment provides an appropriate setting for the heritage dwelling.

17. *In the event a planning permit is issued for the proposal, a letter of engagement from the Project Arborist must be provided to Council.*
18. *Prior to occupation of the development/the issue of Statement of Compliance, a written statement from the Project Arborist must be submitted to the Responsible Authority that certifies that the following items have been addressed as part of the works:*
 - *Installation and correct placement of tree protection fencing 2 weeks prior to works commencing and for the duration of works*

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- *Attendance during Tree Protection Zone incursions*
- *Adherence to Australian Standard 4970–2025 Protection of trees on development sites*
- *Completed and signed Tree Protection Specification Report.*

We can confirm that our client is amenable to these requirements forming part of permit conditions.

The following responses are provided to the recommendations of Council's heritage advisor:

1. *Clarification on the change (partial demolition) to the rear portion of the existing principal hipped roof (as outlined).*
2. *The proposed removal of the existing roof cladding and rainwater goods (to be replaced in Colorbond material) being shown on the demolition drawings.*

As detailed above, the enclosed architectural drawings have been amended to make these clarifications.

3. *Any permit being conditioned for the provision of a detailed photographic record of the exterior of the dwelling prior to the commencement of partial demolition. This is itemised in the House Relocations methodology report. The photographic record should include the provision of Tagged Image File Format (tiff) photographs with the photographs numbered and shown on a site plan also provided in Tagged Image File Format.*
4. *A structural engineering drawing (or drawings) that illustrates the key safeguarding matters in the House Relocations methodology report and clarifies the issues raised earlier.*
5. *Any permit being conditioned for the provision of a conservation works plan that details the repairs, reconstruction, provision of new fabric to the existing dwelling impacted by the proposed partial demolition and relocation. This should also include a note on the proposed mortar mix for the reconstructed chimneys (ie. mortar to match existing in strength (composition/mix), texture and colour); verandah details, etc.*

We can confirm that our client is amenable to these requirements forming part of permit conditions.

6. *All materials and finishes being documented on the drawings (for example, the roof cladding and window and door framing construction for the additions).*
7. *Confirmation on the drawings that the proposed front fence is of timber construction.*

Please refer to the enclosed amended architectural drawings which have made these clarifications.

3.0 Summary

The following documents are enclosed and comprise our response to Council's request for further information:

- Full set of amended architectural drawings – [REDACTED] (16 drawings total)
- Proposed Plan of Subdivision – [REDACTED]
- Structural Engineering Report – [REDACTED]
- Chimney Mortar Details

We trust that the enclosed information satisfies Council's request for further information and look forward to receiving advertising instructions shortly.

Should you have any queries regarding this matter please do not hesitate to contact us on 9882 3900 or via email: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Enc: Refer to above list

Cc: File