



Consent and Report

Building Regulations 2018

TO: MUNICIPAL BUILDING SURVEYOR

APPLICANT

Name:	
Postal Address:	Postcode:
Address for serving or giving of documents:	
Email address (optional):	
Contact person:	Telephone:

OWNERSHIP DETAILS (as per Certificate of Title)

Owner name:	Telephone:
Postal Address:	Postcode:

BUILDING SURVEYOR

Name:	Registration No:	Category / Class:
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PROPERTY DETAILS

Vol:	Folio:	Allotment No:	CP/LP/PS:
Street No:	Street/Road:		
City/Suburb:			

NATURE OF WORK

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REGULATION

73(3) - Maximum setback from a street alignment	85(3) - Building design (daylight to habitable room window)
74(4) - Minimum setback from a street alignment	86(3) - Private open space
75(4) - Building height	87(2) - Siting of appurtenant Class 10a buildings
76(4) - Site coverage	89(3) - Front Fence Height
77(2) - Impermeable surfaces	90(2) - Fence setback on side or rear boundary
78(6) - Car parking spaces	91(5) - Length or height of side or rear boundary fence
79(6) - Side or rear boundary setbacks	92(2) - A fence within 9m of an intersection
80(6) - Walls or carports	94(6) - Fence setback (daylight to existing habitable room window)
81(6) - Building setbacks (daylight to existing habitable room window)	95(3) - Fence setback (solar access)
82(6) - Building setbacks (solar access)	96(3) - Fence design (overshadowing of recreational open space)
83(3) - Building design (overshadowing of recreational private open space)	97(2) - Mast, pole, aerial, antenna, chimney flue pipe or other service
84(9) - Window or raised open space (overlooking)	109(2) - Projections beyond street alignment

CHECKLIST

The following documents are required for this application to be assessed and further information may be requested depending on the outcome of the below data:

Copy of Title including plan of subdivision and all relevant covenants	
Floor and Site Plan – 2 copies – (scale 1:100, 1:200 or 1:500) clearly indicating	
➤ Allotment dimensions, area and north direction	
➤ Location of any existing building(s) on the allotment and adjoining property building(s) including roof eave widths, boundary setbacks of buildings, building lengths, window locations, room usage and boundary fence heights.	
➤ Distance between the boundary line from the proposed structure and any buildings, including windows on the adjacent allotments.	
Drawing Elevations – 2 copies – (scale 1:100) clearly indicating all fence heights, wall heights (measured from natural ground level to top of roof covering)	
Completed comment forms from the relevant owners of adjoining properties. Please notify the Building Department if you have any difficulties contacting the adjoining owners for which we will pursue the adjoining owner's comments.	
A written submission from the applicant detailing the reasons for the request, together with supporting information (photographs may be included in support of the application).	
Applications for consent for overshadowing or overlooking provisions will require overshadowing and overlooking diagrams illustrated on the site plans and elevations respectively to be submitted.	

NOTE: Failure to supply any items listed above will result in your application being returned.

I understand that the applicable fee is non-refundable and that no guarantee can be given that consent will be granted for the proposed works.

Siting and Design Requirements under Part 5 of the Building Regulations

Introduction

Part 5 of The Building Regulations specify the minimum standards and design requirements that apply to a single dwelling and associated structures / outbuildings on an allotment. Please note that Council only considers the Report and Consent regulation/s applied for and does not undertake an assessment of any other design. It is recommended that your appointed Building Surveyor undertakes a building permit assessment of your design prior to submitting for a Report and Consent application to ensure compliance and to reduce Building Permit processing problems and delays.

Affect of Planning Schemes

Part 5 of The Building Regulations do not apply if a planning permit is required for the construction of the building; and the planning scheme regulates the same matter as that regulation in relation to the siting and design of the building. Please check with Council's Statutory Planning Department to ensure that a planning permit is not required for your proposal.

Neighbour's Comments

The Building Act requires that Council must give the owner of any nearby allotment an opportunity to make a submission if that person may, in council's Opinion, suffer possible detriment. Council will take any comments into account in reaching a decision as to whether to issue its consent. The applicant will be responsible to obtain any necessary adjoining owner comments. If requested by the applicant, Council can advertise the proposal directly to any affected adjoining owners. Additional advertising fees are applicable.

Design Considerations

Pursuant to clause 4A of Schedule 2 of the Building Act, Council must refuse to give consent to a design which does not comply with Ministerial Decision Guidelines for siting matters. Designers need to be fully aware of these guidelines to avoid refusal or consent. Copies of the regulations and guidelines can be found at the Victorian Building Authority website:

<http://www.vba.vic.gov.au> .

Applications need to include sufficient supportive information to allow for a proper assessment, including a design response of the neighbourhood and site explaining how the proposed design meets the relevant guidelines.

Processing Timeframes

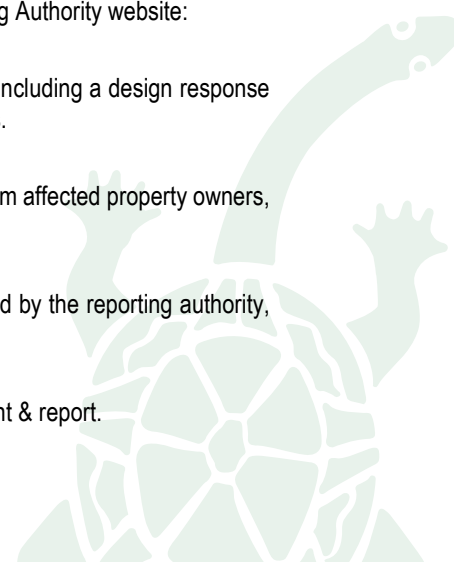
We target to process applications within 10 working days. However, if comments are required from affected property owners, additional time may be required to appropriately advertise applications and seek comments.

Request for information

If any additional information, documentation and/or amendments to the application are requested by the reporting authority, are not supplied within 6 months of the date of the request, the application may be refused.

Duration of Consent

The consent of the Reporting Authority is valid for 12 months from the date of the granted consent & report.



C O M M E N T F O R M

Building Regulations 2018

I am the adjacent relevant owner of the property at the following address:

	and
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I have sighted, signed and dated the proposed site and architectural drawings (drawing numbers _____) for my neighbours proposed works at the following address:

	(address)
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I am aware that the proposed works are designed outside the siting requirements prescribed in the Building Regulations 2006 and have:

- (a) **no objection** to Council issuing consent to the proposed siting of the building/structure pursuant to Building Regulations Part 4 or,
- (b) I request that Council **not issue** consent to the proposed siting of the building/structure pursuant to Building Regulations Part 4.

Please clearly strike out that which is not applicable of (a) or (b) above.

Please provide your reasons for objecting to the proposal in order for Council to take into account your issue(s) for concern.

Please print your name here: _____

and sign here, _____ and date here, _____

Council thanks you for your comments.

Note: This comment form must be signed by the legal owner of the relevant property concerned. Signatures from persons renting the property will not be accepted.

Please do not hesitate to contact Councils' Building Services Department for further information on ph. 5481 2200 or Councils Cnr. Heygarth & Hare Street Main Offices.

Comments to be submitted within 7 working days



C O M M E N T F O R M

Building Regulations 2018

I am the adjacent relevant owner of the property at the following address:

	and
--	-----

I have sighted the plans (drawing numbers _____) for my neighbours proposed works at:

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I am aware that the proposed works are designed outside the siting requirements prescribed in the Building Regulations 2006 and have:

- (a) **no objection** to Council issuing consent to the proposed siting of the building/structure pursuant to Building Regulations Part 4 or,
- (b) I request that Council **not issue** consent to the proposed siting of the building/structure pursuant to Building Regulations Part 4.

Please clearly strike out that which is not applicable of (a) or (b) above.

Please provide your reasons for objecting to the proposal in order for Council to take into account your issue(s) for concern.

Please print your name here: _____

Sign here: _____ and date here: _____

Council thanks you for your comments.

Note: This comment form must be signed by the legal owner, of the relevant property concerned. Signatures from persons renting the property; and or agent will not be accepted.

Please do not hesitate to contact Councils' Building Services Department for further information on ph. 5481 2200 or Councils Cnr Heygarth & Hare Street Main Offices.

Comments to be submitted within 7 working days

