Application for Report and Consent

Building Regulations 2018

Applicant Details *(Mandatory Fields to be completed)*

Applicant Type: Owner: ☐ Agent of Owner: ☐

Applicant Name: _____

Company Name: _____ *(if applicable)*

Address: _____

Suburb: _____ Postcode: _____

Email: _____ Phone Number: _____

Applicant Declaration: **I have provided all necessary information and documentation as noted within the supporting document checklists.**

Applicant Signature _____ **Date** _____

Property Details *(Mandatory Field to be Completed)*

Address: _____

Suburb: _____ Postcode: _____

Allotment number: _____

	Fees	
	Regulations – 109, 130, 134, 153/154	**$338.70**
	Part 5 – Siting Applications	**$474.10**
	*Advertising	**$195.00**

***Where advertising is required, and adjoining owners' consent has not been provided as part of the application the advertising fee is applicable.**

Report requested *(please tick)* *(Mandatory Fields to be Completed)*

☐ New dwelling ☐ Garage/carport ☐ Verandah/pergola

☐ Additions/Alterations to dwelling ☐ Fence ☐ Other: *(specify)* _____

Description of Proposal/Variation *(Mandatory Field to be Completed)*

(Description Example: Front setback proposed at 6.5 metres in lieu of required 7 metre setback)

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Please note: Regulations marked with an * asterisk requires adjoining neighbour's

Part 5 - Siting		
Regulation	**Reporting matter/s**	**Tick**
73	Maximum street setback of a principal single dwelling	
74 *	Minimum street setback of a principal single dwelling	
74A *	Building setback of small second dwellings	
75 *	Building height of a principal single dwelling or a small second dwelling	
76	Site coverage	
77	Permeability	
78	Car parking	
79 *	Side and rear setbacks of a principal single dwelling or a small second dwelling	
79A*	Solar access to existing domestic solar energy system on rooftop of adjoining allotment	
80 *	Walls and carports on boundaries	
81 *	Daylight to existing habitable room windows	
82*	Solar access to existing north-facing habitable room windows	
83 *	Overshadowing of recreational private open space	
84 *	Overlooking	
85	Daylight to habitable room windows	
86	Private open space	
86A	Private open space for small second dwelling	
87	Siting of Class 10a buildings	
89	Front fence height	
90 *	Fence setback from side and rear boundaries	
91 *	Fences on or within 150 mm of side or rear boundaries	
92	Fences on intersecting street alignments	
94 *	Fences and daylight to habitable room windows in existing dwelling	
95 *	Fences and solar access to existing north-facing habitable room windows	
96 *	Fences and overshadowing of recreational private open space	
97	Masts, poles etc.	

Application for report and consent - All other matters		
Regulation	**Reporting Matters**	
109	Projections beyond street alignment	
130	Report and consent for building over easements	
132	Report and consent for septic tank systems	
134	Building above or below certain public facilities	
153	Report and consent for buildings in areas liable to flooding ***(Melbourne Water Comment Required when they are floodplain management authority)***	
154	Report and consent for construction on designated land or designated works ***(Melbourne Water Comment Required)***	

Residential Zones as nominated within Schedule 6 of the Building Regulations 2018 include:

GRZ1- General Residential Zone-1 GRZ2- General Residential Zone-2 RGZ2- Residential Growth Zone-2

RGZ1- Residential Growth Zone-1 NRZ1- Neighbourhood Residential Zone-1

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Comments from adjoining neighbours for a variation being sought under Part 5 of the Building Regulations 2018

Subject Property Address: _____

Adjoining Owner's Details: ***(affected party)*** _____

Name(s): _____

Address: _____

Have sighted and signed the attached plans in regard to regulation: ☐ Yes ☐ No

For the proposed *(specify what variation is being sought):*

_____

_____

_____

_____

_____

_____

Adjoining Owner(s) Declaration

I / We being the affected adjoining property owner(s) herby - ***(tick applicable box)***

☐ Do not object to the variation

(***Please note:*** *If you do not object to the attached plans/drawings, you must sign and date each plan).*

☐ Object to the variation for the following reasons

(***Please note:*** *If you object, you are required to provide reasons why below.)*

State Reason:

_____

_____

_____

_____

_____

_____

Full name:		Full name:	
Signed:		Signed:	
Date:		Date:	
Phone:		Phone:	
Email:		Email:	

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PART 5 – SITING

DOCUMENT CHECKLIST

Incomplete applications and application without prescribed fee will not be accepted.
Further information may be requested after initial assessment of the application.
Lack of information is likely to result in delays or refusal.

Application Fees - Application Fees per Regulation being considered

Completed application form - Ensure the form is fully completed (signed and dated)

Copy of Certificate of Title showing current owner and approved Plan of Subdivision (Lot Plan)

Including all covenants &/or Section 173 agreements if applicable ***(no older than 3 months)***

Site Plan & Site Analysis

A plan of the subject allotment and adjoining properties drawn to a scale of not less than 1:500, showing all boundaries and setbacks, easements, existing building(s), proposed works and a north point, the location of habitable room windows, adjoining habitable room windows, private open space, secluded private open space relevant elevations, walls on boundary of adjoining properties and sections appropriately dimensioned. (1:500 2mm = 1m)

Architectural Drawings

Drawings should be of a scale not less than a 1:100. Drawings are to be sufficiently marked up / highlighted to show the location and extent of non-compliance for each item. Where applicable 'as of right' building envelopes are to be indicated on drawings and the extent of setback encroachments highlighted. (1:100 1cm = 1m)

Signed Plans and Completed Comments from affected adjoining owners

Regulations marked with an asterisk (*) require the applicant to provide comments from affected neighbor(s) including site and elevation plans signed and dated by the affected adjoining property owners, agreeing or disagreeing with the proposed application.

(Please use Council's '*Letter of Consent from Adjoining Neighbour's* Forms - page 3 of application form)

Submissions without Neighbour's comments will incur an advertising fee as noted on page 1.

Reason/Justification for application (Part 5 variations)

A detailed written response addressing how the application meets the decision guidelines contained within Minister's Guideline - MG 12 must accompany each application.

Copies of the regulations and guidelines can be viewed online:

Part 5 Regulations and Ministers Guidelines - MG 12

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NON-SITING MATTERS

DOCUMENT CHECKLIST

Incomplete applications and application without prescribed fee will not be accepted.
Further information may be requested after initial assessment of the application.
Lack of information is likely to result in delays or refusal.

Application Fees - Application Fees per Regulation being considered

Completed application form - Ensure the form is fully completed (signed and dated)

Copy of Certificate of Title showing current owner and approved Plan of Subdivision (Lot Plan) ***no older than 3 months***

Including all covenants &/or Section 173 agreements if applicable

Site Plan & Site Analysis

An appropriately dimensioned plan of the subject allotment and adjoining properties drawn to a scale of not less than 1:500, showing all boundaries and setbacks, easements, existing building(s), proposed works and north point. (1:500 2mm = 1m)

Plans for Flooding must include:

Site, Finished Floor Level's (FFL) and Contour at maximum 200mm intervals to Australian Height Datum (AHD) must be noted on the plans.

Two (2) Sets of Architectural drawings

Drawings (including elevations) should be of a scale not less than a 1:100. Drawings are to be sufficiently marked up / highlighted to show the location and extent of non-compliances for each item. Where applicable 'as of right' building envelopes are to be indicated on drawings and the extent of setback encroachments highlighted. (1:100 1cm = 1m)

Plans for Flooding must include:

Site, Finished Floor Level's (FFL), and Contour at maximum 200mm intervals to Australian Height Datum (AHD) must be noted on the plans.

Plans for Build over Easement must include:

1. **Local Drain Information including Size, Depth and offset of any relevant assets,**
2. **Nominate Lateral clearance of building works to assets,**
3. **Provide section/detail of angle of repose to any relevant assets.**

Application for Report and Consent

Register Application

1. **Email:** council@cgd.vic.gov.au

2. **In Person:** Visit a City of Greater Dandenong customer service centre and hand in the completed form.
   Dandenong: 225 Lonsdale Street, Dandenong
   Springvale: 5 Hillcrest Grove, Springvale
   Parkmore: Shop A7, Parkmore Shopping Centre
   317 - 321 Cheltenham Road Keysborough

Payment

Tax Invoice emailed after application has been registered

4. **Online Credit Card Payment –** (MasterCard or Visa)
   - Go to: www.greaterdandenong.vic.gov.au
   - Building Services
   - **Pay online**
   - Enter your **invoice number** and follow the prompts to make payment.

We respect your privacy. We will not sell or give away your personal information, unless required by law. Occasionally, we may use your details for our own research purposes or to let you know about other Council information. If you want to see your personal data, modify your details, or if you receive information from us you do not want in the future please contact Council on 8571 1000.

(03) 8571 1000
council@cgd.vic.gov.au
greaterdandenong.vic.gov.au

TTY: 133 677
Speak and listen: 1300 555 727
Online: relayservice.gov.au
TIS:13 14 50

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