

## 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.

**Applicants signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Property Details

(Mandatory Fields to be Completed)

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Allotment number: \_\_\_\_\_

#### Fees

Regulations – 109, 130, 134, 153/154	<b>\$329.60</b>
Part 5 – Siting Applications	<b>\$461.40</b>
*Advertising	<b>\$156.00</b>

**\*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)

**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	
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	
86B	Accessibility for a 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

## 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)*:

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### Adjoining Owner(s) Declaration

I / We being the affected adjoining property owner(s) hereby - *(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:

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Full name: \_\_\_\_\_ Full name: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**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 12 (June 2006) must accompany each application.

Copies of the regulations and guidelines can be viewed online.

Part 5 Regulations [https://classic.austlii.edu.au/au/legis/vic/consol\\_reg/br2018200/](https://classic.austlii.edu.au/au/legis/vic/consol_reg/br2018200/)

Ministers Guidelines [https://www.vba.vic.gov.au/data/assets/pdf\\_file/0015/134304/Ministers-Guideline-MG-12.pdf](https://www.vba.vic.gov.au/data/assets/pdf_file/0015/134304/Ministers-Guideline-MG-12.pdf)

## 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:** [BuildingServices@cgd.vic.gov.au](mailto:BuildingServices@cgd.vic.gov.au)
2.  **Mail**  
Post completed form with **cheque** to:  
City of Greater Dandenong  
PO BOX 200, Dandenong VIC 3175
3.  **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  
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](http://www.greaterdandenong.vic.gov.au)
  - [Building Services](#)
  - **Pay online**
  - Enter your **invoice number** and follow the prompts to make payment.

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 Phone <b>8571 1000</b>  Fax <b>8571 5196</b>  <a href="mailto:council@cgd.vic.gov.au">council@cgd.vic.gov.au</a>	 TTY: 133 677 Speak and listen: 1300 555 727 Internet: <a href="http://www.iprelay.com.au">www.iprelay.com.au</a>  TIS: 13 14 50	Find us online  <a href="http://greaterdandenong.com">greaterdandenong.com</a>    
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