

# ADJOINING OWNERS COMMENT FORM

Application for Report and Consent – Building Act 1993, Building Regulations 2018.



An application is being made to the Surf Coast Shire to vary a Building Regulation regarding proposed Building Work at a property which adjoins your property.

Under Section 188 of the Building Act 1993, Council must provide adjoining property owners with an opportunity to view the plans and provide comment regarding a proposal that may affect them.

For comments to be considered, this comment form and copy of the plans must be signed by the legal owner of the relevant property and returned within 10 days of receipt.

Note - Signatures from persons renting the property will not be accepted.

For further information regarding this comment form please contact Council's Building Services Unit on 03 5260 0600 or in person at 1 Merrijig Drive Torquay.

Your personal information is being collected by Surf Coast Shire for the purpose of collecting property owner comments for Report and Consent applications in accordance with the *Building Act 1993*. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council's Privacy Policy at [www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au)

I, \_\_\_\_\_ (insert name)

am the owner of the property at \_\_\_\_\_

\_\_\_\_\_ (your property details)

I have sighted and **signed** the attached plans (drawing numbers \_\_\_\_\_) for the proposed works on the adjoining property.

I am aware that the proposed works are designed outside the siting requirements prescribed by Regulation(s) \_\_\_\_\_ (please specify Regulation number(s)) of the Building

Regulations 2018 and - **(Please clearly circle the below option that is applicable)**

- (a) **Do not object** to Council issuing consent to the proposed siting of the building / structure pursuant to Part 4 of the Building Regulations 2018, or;
- (b) **Object** to Council issuing consent to the proposed siting of the building / structure pursuant to Part 4 of the Building Regulations 2018.

Should you object, please provide your reasons for the objection in order for Council to take your concerns into account.

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Signed \_\_\_\_\_ Date \_\_\_\_\_

