

# COUNCIL REPORT AND CONSENT APPLICATION



Pursuant to Parts 5,6,8 & 10 of the *Building Regulations*

Office Use Only			<b>Fee: \$283.40 (per regulation)</b>
BC No		Receipt Code	No of Regulations ( )
Receipt number		Date	

I wish to receive information regarding this application via:      EMAIL       POST

## Subject Property Details (please print or use block letters)

Number		Street		Suburb	
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## Applicant Details (please print or use block letters)

Name		Phone N <sup>o</sup>	
Business Name		Office N <sup>o</sup>	
Postal Address		Post Code	
E-mail		Owner <input type="checkbox"/>	Agent of owner <input type="checkbox"/>

## Building Surveyors Details (please print or use block letters)

Note: the Report and Consent of Council can ONLY be obtained in relation to an application for a Building Permit

Name		Phone N <sup>o</sup>	
Address		Post Code	
E-mail		Registration N <sup>o</sup>	

## Additional Required Documents – Application Checklist (tick boxes)

Note: the application cannot be accepted for assessment until ALL required documentation has been submitted

<input type="checkbox"/>	<b>Completed Application Form</b> – Ensure the form is fully completed, signed and dated.
<input type="checkbox"/>	Copy of current <b>Certificate of Title</b> – Showing current owners details and include any referenced restrictions.
<input type="checkbox"/>	Copy of the <b>Plan of Subdivision</b> – All pages are to be provided and include any referenced restrictions.
<input type="checkbox"/>	<b>Two (2) Sets of architectural drawings</b> – Drawings to scale, ( Site Plan @ 1:200 & Floor Plan / Elevations @ 1:100) marked up / highlighted to show the location and full extent of the dispensation. The drawings & documentation must include the minimum information required by Part 3 of the Regulations and provide enough detail to indicate the extent of the application.
<input type="checkbox"/>	<b>Ministers Guideline MG/12 Report</b> (justification for your application) – A detailed written response with photographs addressing the applicable decision guidelines contained within the Minister’s Guidelines <b>MUST</b> accompany each application under Part 4 (does not apply to an application under Part 5 or 8). Guidelines can be found at: <a href="http://www.vba.vic.gov.au/_data/assets/pdf_file/0006/18789/Ministers-Guidelines-MG12.pdf">http://www.vba.vic.gov.au/_data/assets/pdf_file/0006/18789/Ministers-Guidelines-MG12.pdf</a>

**NOTE: Applications without the above required documentation may result in the application not being accepted, being refused or being suspended pending a request for the required information.**

## Signature

Signature of Applicant		Date	
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**Please Tick Appropriate Boxes for Regulation/s sought**

Note: Each application/regulation attracts the appropriate fee in accordance with Regulation 36 of the Building Regulations

<input type="checkbox"/> 73 - Maximum street setback	<input type="checkbox"/> 86 - Private open space
<input type="checkbox"/> 74 - Minimum street setbacks	<input type="checkbox"/> 87 - Siting of Class 10a buildings
<input type="checkbox"/> 75 - Building height	<input type="checkbox"/> 89 - Front fence height
<input type="checkbox"/> 76 - Site coverage	<input type="checkbox"/> 90 - Fence setbacks from side and rear boundaries
<input type="checkbox"/> 77 - Permeability	<input type="checkbox"/> 91 - Fences on or within 150mm of side and rear boundaries
<input type="checkbox"/> 78 - Car parking	<input type="checkbox"/> 92/93 - Fences on street alignments
<input type="checkbox"/> 79 - Side and rear setbacks	<input type="checkbox"/> 94 - Fences and daylight to windows in existing dwelling
<input type="checkbox"/> 80 - Walls and carports on boundaries	<input type="checkbox"/> 95 - Fences and solar access to existing north-facing windows
<input type="checkbox"/> 81 - Daylight to existing habitable room windows	<input type="checkbox"/> 96 - Fences and Overshadowing of recreational private open space**
<input type="checkbox"/> 82 - Solar access to existing north-facing windows	<input type="checkbox"/> 97 - Masts, poles etc
<input type="checkbox"/> 83 - Overshadowing of recreational private open space	<input type="checkbox"/> 109 - Projections beyond the street alignment
<input type="checkbox"/> 84 - Overlooking	<input type="checkbox"/> 134 - Buildings above or below certain public facilities
<input type="checkbox"/> 85 - Daylight to habitable room windows	<input type="checkbox"/> 153 - Flood areas

**Description and Reason for Dispensation**

Please provide a full description and the reasons for your application – refer to Minister’s Guidelines under Section 188A of the *Building Act* 1993 via: [http://www.vba.vic.gov.au/\\_data/assets/pdf\\_file/0006/18789/Ministers-Guidelines-MG12.pdf](http://www.vba.vic.gov.au/_data/assets/pdf_file/0006/18789/Ministers-Guidelines-MG12.pdf)

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**SUBMISSIONS MAY BE MADE BY POST, TO COUNCIL’S OFFICES OR VIA E-MAIL TO: [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au)**

Pursuant to Section 248 of the Building Act, a person must not act on behalf of an owner of a building or land for the purpose of making any application, appeal or referral under this Act or the regulations unless the person is authorised in writing by the owner to do so.

**Privacy Statement:** *The Surf Coast Shire considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Privacy and Data Protection Act, 2014. The information will not be disclosed to any other party unless Council is required to do so by law.*