

Report & Consent Application



Building Regulations 2018 Schedule 4, Part 2 and Schedule 2 of the *Building Act 1993*

Property Address: _____

I, Building Surveyor Draftsperson Applicant Owner

Name: _____

Postal Address: _____ Phone: _____

Email: _____

I hereby give a copy of a building permit application of building design to Council for consent and report in accordance with Schedule 2 of the *Building Act 1993*. It is an offence under Section 246 for a person to make a false or misleading statement or provide any false or misleading information.

Signed: _____ Dated: _____

| Tick | Reg | Reporting Matter |
|------|-----|---|
| | 73 | Setback from a street boundary not complying with reg. 73 |
| | 74 | Setback from a street boundary not complying with reg. 74 |
| | 75 | Building height not complying with reg. 75 |
| | 76 | Site coverage not complying with reg. 76 |
| | 77 | Impermeable surfaces covering more than 80% of an allotment area |
| | 78 | Car parking spaces not complying with reg. 78 |
| | 79 | Side or rear boundary setbacks not complying with reg. 79 |
| | 80 | Walls or carports not complying with reg. 80 |
| | 81 | Building setbacks not complying with reg. 81 (daylight to existing habitable room window) |
| | 82 | Building setbacks not complying with reg. 82 (solar access) |
| | 83 | Building design not complying with reg. 83 (overshadowing of secluded private open space) |
| | 84 | Window or raised open space not complying with reg. 84 (overlooking) |
| | 85 | Building design not complying with reg. 85 (daylight to new habitable room) window) |
| | 86 | Private open space not complying with reg. 86 |
| | 87 | Siting of appurtenant Class 10 buildings |
| | 89 | Front fence height not complying with reg. 89 |
| | 90 | Fence setback on side or rear boundary not complying with reg. 90 |
| | 91 | Length or height of side or rear boundary fence not complying with reg. 91 |
| | 92 | A fence within 9m of an intersection |
| | 94 | Fence setback not complying with reg. 94 (daylight to existing habitable room window) |
| | 95 | Fence setback not complying with reg.95 (solar access) |
| | 96 | Fence design not complying with reg. 96 (overshadowing of secluded private open space) |
| | 97 | Fence, pole, aerial, antenna, chimney flue pipe or other service pipe |
| | 116 | Protection of the Public |
| | 153 | Land subject to flooding |

Proposed work - Specific non-complying element: _____

Minimum/Maximum being applied for: _____

Minimum/Maximum allowed by Regulations: _____

Please provide the following documentation to support your application:

- Completed and signed Application form ¹
- Current Copy of Title including the title diagram and one set of plans ²
- Written submission, which clearly outlines the nature of the request and an assessment against the relevant minister's guidelines; ³
- Application fee of **\$290.40**(Cost Centre 10-1183-1001-40067). See notes overleaf for payment method ⁴
- Completed and signed neighbour response declaration forms. (Where applicable) ⁵

IMPORTANT – Please note if the above information is not provided your application will **NOT** be assessed. All correspondence and decision outcomes will be sent via e-mail, unless otherwise requested.

Application Considerations

Section 188A of the *Building Act 1993* requires that Council must refuse consent to a design which does not comply with Ministerial Decision Guidelines which apply to a particular regulation. Applicants will need to be fully aware of these guidelines and demonstrate that the proposal satisfies the relevant guidelines with respect to the particular regulation to avoid an automatic refusal.

How to apply for a Dispensation

An application for Report and Consent with respect to the Building Regulations siting requirements must contain the following:

1. A completed and signed application form.
2. Current Copy of Title, including the title diagram and any covenants, caveats or Section 173 agreements. One set of plans, including the subject allotment, adjoining properties and where relevant, the location of habitable room windows, private open space, secluded private open space relevant elevations and sections appropriately dimensioned.
3. A written submission which clearly outlines the nature of the request and demonstrates compliance with the objectives of the Ministers decision guidelines.
4. A Non-refundable fee of \$290.40 Please note: e-mailed application must be accompanied by a credit card deduction form. Payments via cheque and in-office can only be accepted with hardcopy submissions.
5. Completed and signed neighbour response declaration forms.

Payments

Payment for a Report & Consent application must be included with the submitted documentation.

Payment can be made by either of the following methods:

- Cheque, made payable to Bass Coast Shire Council. Or;
- In-office payment at one of our service centres. (at time of application lodgement). Or;
- For electronic lodgements, please complete the attached credit card deduction authority form.

Advertising

Section 188A of the Building Act provides that, if in the opinion of the reporting authority (Council) the application will result in a nearby allotment suffering detriment, it must give the owner of the allotment an opportunity to make a submission in respect of the possible detriment.

To shorten the processing times, the preferred method for gaining submissions from adjoining owners is for the applicant to submit neighbour response declaration forms. In doing so the applicant must provide the completed declarations at the time of the initial submission of the application. Where ownership details are un-known Council will undertake any required advertising.

Alternatively, if the applicant does not wish to obtain and submit the adjoining owner's submissions as part of their application, Council will independently undertake the advertising function. Please allow a further 21 days for the application to be processed if you choose this option.

Correspondence

Where possible, all communication and application outcomes will be sent via e-mail. By providing your e-mail address you agree that a hard copy of the approval/refusal will not be sent via the post.

Council collects this information in accordance with its statutory requirements.

Customer Authority

Name/ business name _____

Address _____

Suburb _____

Contact phone number _____ Mobile _____

Payment Details:

I/we authorise Bass Coast Shire Council to arrange for funds to be debited from my/our account.

The Payment is for _____
(Type of service eg. Report & Consent Application, Property Certificate)

Amount to be debited \$ _____

Please debit my: VISA MASTERCARD

(Please note: Council does not accept Diners or AMEX Credit Cards)

Card Number:

Expiry:

Cardholders Name: _____

Authorised Signature: _____ Date: _____

Council holds all personal information in accordance with our Information Privacy Policy on our website

| | |
|------------------------|--|
| OFFICE USE ONLY | Receipt Number _____ |
| | Processing Officer _____ Date ____/____/____ |

Report & Consent – Neighbours Response Building Act 1993 Building Regulations 2018

PART A: TO BE COMPLETED BY APPLICANT

Property details: (To which Report & Consent is requested)

| | |
|-----------|------------|
| Number: | Street: |
| Locality: | Post Code: |

Proposed Building work: _____

Variation Being Sought:

A request is being made for the Report and Consent of the Municipal Building Surveyor to vary the Building Regulations 2018: **Building Regulation Applied for:** _____

Specific non-complying element: _____

Minimum/Maximum allowed by Regulations: _____

Minimum/Maximum being applied for: _____

PART B: TO BE COMPLETED BY ADJOINING LAND OWNER/S

RESPONSE:

I/We have viewed the plans and documentation of the above mentioned development. After taking in to account the nature of each variation requested, the impact on my property and the implications of the variation to the Building Regulations 2018 being sought, I/We

- Offer no objection to the consent being granted, or
 Object to the variation being sought on the following grounds:

ADJOINING OWNERS:

Name/s _____

Address _____ Phone _____

Adjoining Owners Signature _____ Date _____

Adjoining Owners Signature _____ Date _____