

Application Form - Report & Consent

Building Regulations 2018

Construction Management Support

333 Bridge Road
Richmond, VIC 3121



SECTION 1

You must complete all applicable sections

Application Details

Land / Property Location

(Where Works will be carried out - must be derived from Title Search)

Unit No. and House Number _____

Street Name _____

City / Suburb _____ Postcode _____

Lot/s _____ LP/PS _____

Applicant Details (Person applying for permit)

Applying as

Owner Builder Agent

Name

Organisation (if applicable)

Street No. / Name

Suburb

Phone Number

Mobile Number

Email Address

Building Surveyor (relevant building surveyor)

Name

Organisation

ABN

Address

Postcode

Contact Number

Email Address

SECTION 2

Type of Report and Consent Application

Type	Details	Section
1. 29A	Proposed Demolition	<input type="checkbox"/>
2. 130	Building over an Easement	<input type="checkbox"/>
3. 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 89, 90, 91, 93, 94, 95, 96, 97	Siting of Single Class 1 and Class 10 Buildings	<input type="checkbox"/>
4. 109, 134, 132, 153, 154	Non-Siting Matters	<input type="checkbox"/>
5. 116	Protection of the Public	<input type="checkbox"/>
6. 133 (Report only)	Storm Water Drainage (LPD)	<input type="checkbox"/>

*associated fees can be found on definitions page 7

Section 2.1 Request for report and consent on proposed demolition (29a)

Important Information

- A separate request for report and consent to the Executive Director, Heritage Victoria, is required for an application to demolish or alter a building which is on a register established under the Heritage Act 1995

Building Permit Application Reference No.

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Brief written description of proposal to be provided

The consent of the relevant responsible authority is required because:

- A) (i) The proposed demolition meets the 50% volume test under section 29A(1)(a) of the Act
- and / or
- (ii) The proposed demolition meets the facade test under section 29A(1)(b) of the Act

B) Relevant Planning Permit
Please provide Planning Permit Number

Mandatory Attachments Required

- | No. | Item | |
|-----|---|--------------------------|
| 1. | Certificate of Title (up-to-date clear copy) | <input type="checkbox"/> |
| 2. | Endorsed demolition planning drawing (where applicable) | <input type="checkbox"/> |
| 3. | Copy of Plans | <input type="checkbox"/> |

Section 2.2 Application to Council for Report and Consent for Building over an Easement Vested In Council (130)

Important Information

- Schedule 1 Form must be completed

Development Type:

- Multi unit
- Commercial
- Single Dwelling
- New
- Addition
- Outbuilding
- Other (Please Specify):

Mandatory Attachments Required

- | No. | Item | |
|-----|--|--------------------------|
| 1. | Schedule 1 – to be completed by owner
Consent declaration form can be downloaded by visiting our building page at: yarracity.vic.gov.au/building-and-construction and click on 'Building over an easement Schedule 1' | <input type="checkbox"/> |
| 2. | Certificate of Title (up-to-date clear copy) | <input type="checkbox"/> |
| 3. | Consent from sewerage authority (only for combined sewerage and drainage easement) | <input type="checkbox"/> |
| 4. | Scaled and dimensioned drawings (1:100) showing the following information: <ul style="list-style-type: none">type, size, location of proposed developmentposition of the easement | <input type="checkbox"/> |

Section 2.3 Part 4 – Siting of Single Class 1 Buildings and Associated Class 10 Buildings

Important Information

- Clause 4A of Schedule 2 of the Building Act requires that in reporting on or considering whether to consent to an application, the reporting authority must have regards to the Ministers Guidelines and must consider any submission made, and must refuse to give its consent to the applicant if the application does not comply with any matter set out in those guidelines
- If in the opinion of the reporting authority (Council), the application may 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.
- Please note that the above provision requires Council:
 - to determine the possibility of detriment,
 - to give opportunity for any submission.
- Any comments of adjoining owners tendered by the referring building surveyor or applicant will not override the possibility that Council may be obliged to seek additional comments.

Provide a scope of works:

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Development Type:

- New building
- Addition
- Garage
- Carport
- Fence
- Other (Please Specify):

Matter to be reported on:

- | | | | | | | | |
|----|--------------------------|----|--------------------------|----|--------------------------|----|--------------------------|
| 73 | <input type="checkbox"/> | 81 | <input type="checkbox"/> | 90 | <input type="checkbox"/> | 74 | <input type="checkbox"/> |
| 82 | <input type="checkbox"/> | 91 | <input type="checkbox"/> | 75 | <input type="checkbox"/> | 83 | <input type="checkbox"/> |
| 92 | <input type="checkbox"/> | 76 | <input type="checkbox"/> | 84 | <input type="checkbox"/> | 94 | <input type="checkbox"/> |
| 77 | <input type="checkbox"/> | 85 | <input type="checkbox"/> | 95 | <input type="checkbox"/> | 78 | <input type="checkbox"/> |
| 86 | <input type="checkbox"/> | 96 | <input type="checkbox"/> | 79 | <input type="checkbox"/> | 87 | <input type="checkbox"/> |
| 97 | <input type="checkbox"/> | 80 | <input type="checkbox"/> | 89 | <input type="checkbox"/> | | |

Mandatory Attachments Required

- No. Item
1. Certificate of Title (up-to-date and clear copy)
 2. Scaled and dimensioned drawings (1:100) showing the following information:
 - floor plans, elevations, sections and site plans
 - must clearly identify areas of non-compliance
 - must clearly show the effect on adjoining allotments
 3. Information to support the proposal addressing Ministers Guidelines (**see IN2**)
 4. Adjoining Owners comments (**see IN5**)

Section 2.4 Application to Council For Report & Consent for (Non-siting Matters)

Important Information

- You must provide consent from relevant authority

Development Type:

- New Building
- Alterations or Additions

Matter to be Reported on:

- | | | | | | |
|------|--------------------------|------|--------------------------|-----|--------------------------|
| 109 | <input type="checkbox"/> | 134 | <input type="checkbox"/> | 132 | <input type="checkbox"/> |
| 153* | <input type="checkbox"/> | 154* | <input type="checkbox"/> | | |

*You are required to supply copy of plans showing floor and site levels to Australian Height Datum)

Mandatory Attachments Required

- No. Item
1. Certificate of Title (up-to-date and clear copy)
 2. Scaled and dimensioned drawings (1:100) showing the following information:
 - floor plans, elevations, sections and site plans
 3. All relevant documentation

Section 2.5 For Report and Consent – Protection of the Public 116

Important Information

- A Road / Footpath Occupation Permit must be obtained from Council prior to the commencement and erection of the public protection over the street alignment.

Provide a brief written description of proposal to be provided

Is a Road Occupation Permit to be assessed at same time as 116?

- No
- Yes If yes, please complete separate Road Occupation application (**see IN8**)

Development type:

- New Building
- Demolition
- Alterations / additions to existing property
- Minor works (**see IN3**)

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What impact level* of Public Protection do you require?

*('impact level' does not relate to Building Regulations but is being used to understand the initial quantity of information to be submitted for application purposes). Level of impact will be decided by the relevant building surveyor.

- | No | Item | |
|----|---|---|
| 1 | Low impact
(bollards, para-webbing etc) | <input type="checkbox"/> Skip to Sec. 2.5.1 |
| 2 | Medium impact
(Hoarding, Temp Fencing,
mobile scaffold etc) | <input type="checkbox"/> Skip to Sec. 2.5.2 |
| 3 | High impact
(Steel gantry, walk-through
scaffold etc) | <input type="checkbox"/> Skip to Sec. 2.5.3 |

2.5.1 Low impact public protection on Council assets (ascertained by Relevant Building Surveyor)

Additional requirement checklist :

1. Written approval and endorsed plans from Building Surveyor outlining that they are satisfied with the proposed precautions to be taken out for protection of the public in accordance with Reg 116

2.5.2 Medium impact public protection on Council assets (ascertained by Relevant Building Surveyor)

Additional Requirement Checklist:

1. Written approval and endorsed plans from building surveyor outlining that they are satisfied with the proposed precautions to be taken out for protection of the public in accordance with Reg 604
2. Scaled drawings (1:100)
 - Must include section, plan and elevations of structures
 - Include height, colour (yellow / white only)
 - Construction and fixing details
 - Description of footing details of all hoarding / barriers

2.5.3 High impact public protection on Council assets (ascertained by Relevant Building Surveyor)

Additional requirement checklist:

1. Written approval and endorsed plans from building surveyor outlining that they are satisfied with the proposed precautions to be taken out for protection of the public in accordance with Reg 116

2. Scaffolding details and drawings (see IN6)
3. Gantry / Walk Through scaffold drawings and Certificate of compliance (see IN7)

2.5 continued Mandatory attachments required for all Regulation 116 applications

1. Certificate of Title (up-to-date and clear copy)
2. Scaled drawings (1:100) showing the following information (see IN4)
 - Boundaries and dimensions of allotment with relevant easements
 - Distance to street corners
 - Access / egress points to / from site
 - Location and type of pedestrian signage, amber lights, night lights
 - Widths of footpaths and roadway
 - All street features (seats, power poles, bins etc)
 - Elevation and sections
3. Traffic Management Plan (see IN1)

Section 2.6 Regulation 116 – Storm Water Drainage Legal Point of Discharge

Important information

- Private drains and pipes that collect water on private property belong to the property owner. Owners are responsible for their drains up to the point of connection to the Council drain or kerb and channel, known as the "Legal Point of Discharge".

Provide a detailed description of works (list existing and proposed features).

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Development Type:

Multi unit

Commercial

Industrial

Public

Single Unit

New

Addition

Outbuilding

Other (Please specify):

Mandatory Attachments Required

No. Item

1 Certificate of Title
(up-to-date and clear copy)

2 Scaled drawings (1:100)
showing the following information:

- Existing conditions
- Site and road reserve
- Existing and proposed drainage
- Location of all existing council assets (trees, street furniture etc.)

SECTION 3

Declaration

Important Information

The consent of the reporting authority is valid for 12 months from the date of the granted consent & report.

- Pursuant to Schedule 3 of the Building Regulations 2018, the time after receipt of an application for the reporting authority to report on is 15 business days.
- An owner has rights of appeal to the Building Appeals Board (1300 421 082 or bab@vba.vic.gov.au) – (within 30 days) – including any:
 1. requirement of a reporting authority to give more information or amend a permit application (s138 of the Building Act).
 2. The determination or exercise of discretion or failure within a reasonable time to make a determination or exercise that discretion (s.144 Building Act)

Applicant to print name in agreement to statement below.

"I declare that I have the authority to sign this form as the owner of the subject property or that I have the written authority to act as the agent of the owner or owners on behalf of the owner or owners pursuant to Sections 246 & 248 of the Building Act 1993. I acknowledge that no one is allowed to sign for an owner or co-owner/s (or on behalf of another co-owner or co-owners where applicable) without the written consent of the owner or co-owner/s and that it is an offence to do so under law or for a person to make a false or misleading statement or to provide any false or misleading information to Council, including forging signatures - and that strict penalties for anyone doing so may apply."

I accept this declaration:

Print Name:

Date: / /

Please submit and pay for this application with all attachments by visiting Yarra City Councils E-Services system by clicking here: '**E Services**'

ADDITIONAL INFORMATION

IN1	Traffic Management Plan	A Traffic plan / map prepared by a qualified person, as required by the Road Management Act 2004 and Road Safety Act 1986. The plan must be site specific and include the details of how you propose to place, erect, dismantle and/or undertake the proposed works. All works are to be clearly delineated and signed in accordance with the relevant Acts, Regulations, Australian Standards, and Codes of Practice. Some low impact works may not require a Traffic Management Plan. For more information in relation to Traffic Management Plans, please visit the following link: http://www.yarracity.vic.gov.au/DownloadDocument.ashx?DocumentID=1158
IN2	Ministers' Guidelines	More information relating to Minister's Guidelines can be found by visiting the following link: http://www.vba.vic.gov.au/__data/assets/pdf_file/0005/20399/PN-57-2014-Report-and-Consent.pdf
IN3	Minor Works	Minor works such as the installation / replacement of a fence
IN4	Scaled Drawings (1:100) showing the following information	Scaled drawings must include all required information. Further Application assessment charges will be applied where further information is sought. Guidelines on scaled drawings for hoarding can be found by visiting our building website at: yarracity.vic.gov.au/building-and-construction/ and clicking on, ' Drawing requirements for 116 Hoarding applications '
IN5	Adjoining Owners	Required where advertising maybe required to nearby properties. Advertising must be by registered mail, allowing 14 days for neighbours to view the proposed plans and make any relevant comment. Adjoining Owners comments form can be found by visiting: http://www.yarracity.vic.gov.au/DownloadDocument.ashx?DocumentID=15817
IN6	Scaffolding Details and Drawings	Drawings must include access and egress to scaffold and site. Drawings must also include details of <ul style="list-style-type: none"> • scaffold type and rating. • all supporting structures or propping arrangements • catch fans commercial grade cloth • fall arrest platforms • sole boards and baseplates • tying and anchoring systems working platforms.
IN7	Gantry/ Walk Through Scaffold Drawings and Certificate of compliance	All Gantry / walk through scaffold must maintain at least a clear 2.7m head height and 1.2m clear internal width. Must be designed by a registered civil / structural engineer. Must include maximum loading weight limits. Impact loads by vehicles must be considered.
IN8	Road/ Footpath Occupation	Road occupation permits are required in order to manage the impact that occupation of any kind will have on council assets. Further information regarding road occupation can be located here: http://www.yarracity.vic.gov.au/Parking-roads-and-transport/Road-permits/Road-or-footpath-occupation-permit/

REPORT AND CONSENTS DEFINITIONS AND FEES

Type	Definition	Fee
29A	Proposed demolition	\$83.10
130	Building over an easement	\$283.35
73	Setback from a street boundary not complying with reg 73	\$283.35
74	Setback from a street boundary not complying with reg 74	\$283.35
75	Building height not complying with reg 75	\$283.35
76	Site coverage not complying with reg 76	\$283.35
77	Impermeable surfaces covering more than 80% of an allotment area	\$283.35
78	Car parking spaces not complying with reg 78	\$283.35
79	Side or rear boundary setback not complying with reg 79	\$283.35
80	Walls or carports not complying with reg 80	\$283.35
81	Building setbacks not complying with reg 81 (daylight)	\$283.35
82	Building setbacks not complying with reg 82 (solar access)	\$283.35
83	Building design not complying with reg 83 (overshadowing)	\$283.35
84	Window or raised open space not complying with reg 84 (overlooking)	\$283.35
85	Building design not complying with reg 85 (daylight)	\$283.35
86	Private open space not complying with reg 86	\$283.35
87	Siting of appurtenant Class 10 buildings reg 87	\$283.35
89	Front fence height not complying with reg 89	\$283.35
90	Fence setback on side or rear boundary not complying with reg 90	\$283.35
91	Length or height of side or rear boundary fence not complying reg 91	\$283.35
92	A fence within 9m of an intersection reg 92	\$283.35
94	Fence setback not complying with reg 94 (daylight)	\$283.35
95	Fence setback not complying with reg 95 (solar access)	\$283.35
96	Fence design not complying with reg 96 (overshadowing)	\$283.35
97	Mast, pole, aerial, antenna, chimney flue pipe or other service pipe	\$283.35
109	Projections beyond the street alignment	\$283.35
134	Building above or below certain public facilities	\$283.35
116	Protection of the Public	\$283.35
133	Storm Water Drainage Legal Point of Discharge	\$141.00
132	Installation or alteration of a septic tank system, or construction of a building over an existing septic tank system	\$283.35
153	Construction of buildings on land liable to flooding	\$283.35
154	Building on designated land	\$283.35