

Application Form - Report & Consent

Building Regulations 2006

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. 310	Building over an Easement	<input type="checkbox"/>
3. 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 424, 425, 426, 427, 428, 429, 430, 431	Siting of Single Class 1 and Class 10 Buildings	<input type="checkbox"/>
4. 513, 515, 801, 802, 806	Non-Siting Matters	<input type="checkbox"/>
5. 604	Protection of the Public	<input type="checkbox"/>
6. 610 (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 (310)

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:

- | | | | | | | | |
|-----|--------------------------|-----|--------------------------|-----|--------------------------|-----|--------------------------|
| 408 | <input type="checkbox"/> | 416 | <input type="checkbox"/> | 425 | <input type="checkbox"/> | 409 | <input type="checkbox"/> |
| 417 | <input type="checkbox"/> | 426 | <input type="checkbox"/> | 410 | <input type="checkbox"/> | 418 | <input type="checkbox"/> |
| 427 | <input type="checkbox"/> | 411 | <input type="checkbox"/> | 419 | <input type="checkbox"/> | 428 | <input type="checkbox"/> |
| 412 | <input type="checkbox"/> | 420 | <input type="checkbox"/> | 429 | <input type="checkbox"/> | 413 | <input type="checkbox"/> |
| 421 | <input type="checkbox"/> | 430 | <input type="checkbox"/> | 414 | <input type="checkbox"/> | 422 | <input type="checkbox"/> |
| 431 | <input type="checkbox"/> | 415 | <input type="checkbox"/> | 424 | <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:

- | | | | | | |
|------|--------------------------|------|--------------------------|-----|--------------------------|
| 513 | <input type="checkbox"/> | 515 | <input type="checkbox"/> | 801 | <input type="checkbox"/> |
| 802* | <input type="checkbox"/> | 806* | <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 604

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 604?

- 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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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 2006, 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 604 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. Download Adjoining Owners comments form here or by visiting https://www.yarracity.vic.gov.au/services/building-in-yarra/permits-and-consents/report-and-consent
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 • typing 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 : https://www.yarracity.vic.gov.au/services/building-in-yarra/permits-and-consents/road-occupation

REPORT AND CONSENTS DEFINITIONS AND FEES

Type	Definition	Fee
29A	Proposed demolition	\$65.40
310	Building over an easement	\$262.10
408	Setback from a street boundary not complying with reg 408	\$262.10 (\$93.80 addition for council advert)
409	Setback from a street boundary not complying with reg 409	\$262.10
410	Building height not complying with reg 410	\$262.10
411	Site coverage not complying with reg 411	\$262.10
412	Impermeable surfaces covering more than 80% of an allotment area	\$262.10
413	Car parking spaces not complying with reg 413	\$262.10
414	Side or rear boundary setback not complying with reg 414	\$262.10
415	Walls or carports not complying with reg 415	\$262.10
416	Building setbacks not complying with reg 416 (daylight)	\$262.10
417	Building setbacks not complying with reg 417 (solar access)	\$262.10
418	Building design not complying with reg 418 (overshadowing)	\$262.10
419	Window or raised open space not complying with reg 419 (overlooking)	\$262.10
420	Building design not complying with reg 420 (daylight)	\$262.10
421	Private open space not complying with reg 421	\$262.10
422	Siting of appurtenant Class 10 buildings reg 422	\$262.10
424	Front fence height not complying with reg 424	\$262.10
425	Fence setback on side or rear boundary not complying with reg 425	\$262.10
426	Length or height of side or rear boundary fence not complying reg 426	\$262.10
427	A fence within 9m of an intersection reg 427	\$262.10
428	Fence setback not complying with reg 428 (daylight)	\$262.10
429	Fence setback not complying with reg 429 (solar access)	\$262.10
430	Fence design not complying with reg 430 (overshadowing)	\$262.10
431	Mast, pole, aerial, antenna, chimney flue pipe or other service pipe	\$262.10
513	Projections beyond the street alignment	\$262.10
515	Building above or below certain public facilities	\$262.10
604	Protection of the Public	\$262.10
610	Storm Water Drainage Legal Point of Discharge	\$65.40
801	Installation or alteration of a septic tank system, or construction of a building over an existing septic tank system	\$262.10
802	Construction of buildings on land liable to flooding	\$262.10
806	Building on designated land	\$262.10