How to Submit Report & Consent via eTrack (existing eBA)

Click on the following Link	**Yarra City Council - eProperty - Application Search**

Type **eBAYY/NNNNN** next to *Council Reference*
 	
 Click **SEARCH**
	Application Search
	
	 Application Tracking
	 Application Search
	 All Building Applications
	 All Planning Applications
	 Advertised Applications
	 Heritage Victoria Referrals
	
	 Online Applications
	 Shopping Cart
	 Submit an Application
	
	 Online Payments
	 Animal Payment
	 Application Payment
	
	 You can search for applications lodged to Yarra City Council (in the case of planning applications dating back to April 2001) using the electronic search form below. If an application doesn't appear using the search form, it does not mean that an application has not been made. It may take several days for an application, or an updated status of an application, to appear on Council's website.
	
	 You can search by the following options:
	 1. If you know Council's reference number, type it (in full) into the **Application Number** field and click on the **Search** button located next to the field
	 2. If you do not know Council's reference number you can use one of the following options:
	    1. Date From & Date To and click **Search**
	    2. **Address** (street name and suburb are always required) and click **Search**
	    3. **Suburb** and click **Search**
	
	 In the event that you cannot find an application using the electronic search form, please email: PlanningAdmin@yarracity.vic.gov.au for (statutory) planning and info@yarracity.vic.gov.au for all other applications
	
	 Council Reference [ ] CLEAR SEARCH

If you do not have Council's Reference Available complete **Address Search** • **Enter Street No From** • **Street** • **Suburb** Note: You must enter SUBURB or the search will fail. Click **SEARCH**	Street No From [ ] Street No To [ ] Street [ ] Street Type [ ] Suburb [ ] CLEAR SEARCH
The **Address Search** will return a list of *Applications.* Select the **Building Permit 'eBA'** you would like to lodge your request against. This will load the **Application Details** page.	**Application Search Results** Electronic records are (by default) sorted by lodgement date. However you can sort data based on any of the column headings by clicking on the relevant column heading and then selecting 'ascending' or 'descending' order. **Application Search Results** (table below)

Application Search Results

Application Link	Application Received	Proposal	Address	Stage
eBA20/00156.03	24/10/2022	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 3 - Amended	1 South Tce Clifton Hill VIC 3068	Building Permit Issued
eBA20/00156.02	24/08/2021	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 3	1 South Tce Clifton Hill VIC 3068	App REC
eBA20/00156.01	7/05/2021	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 2	1 South Tce Clifton Hill VIC 3068	
eBA20/00156	31/08/2020	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 1	1 South Tce Clifton Hill VIC 3068	Raise Fee
PLN18/0385	5/06/2018	Buildings & Works	1 South Tce Clifton Hill VIC 3068	No Permit Required

Scroll down to *Request Report and Consent* and click on the relevant button.	**Application Details** Proposal | Council Reference	eBA20/00156
Proposal	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 1
Application Received	31/08/2020
Category Description	Private Building Surveyor - Commercial Works
Stage	Raise Fee | Address
Agree to the *Terms and Conditions* and click **Continue**	**Terms and Conditions** ⚠ **Yarra eServices Terms and Conditions of Use:** Access to Yarra City Council's 'Yarra eServices' (**Service**) is restricted to owners of property within the City of Yarra (and their nominated agents) and organisations or individuals who conduct business with Yarra City Council. By using the Service, you acknowledge that you have read and understood these terms and conditions and agree to be bound by them. Read our Terms and Conditions Read our privacy statement Read our disclaimer ☑ I Agree to the Terms and Conditions CONTINUE
Depending on the report and consent you are applying for you may be required to select 'Categories' relevant regulation example > Siting and click **Next**	**Provide Category Details** ⚠ Select any applicable categories for this application. **Categories** ☐ 73 Maximum Street Setback ☐ 74 Minimum Street Setback ☐ 75 Building Height ☐ 76 Site Coverage ☐ 77 Permeability ☐ 78 Car Parking ☐ 79 Side and rear setbacks ☐ 80 Walls and carports on boundaries ☐ 81 Daylight to Existing Habitable Room windows ☐ 82 Solar Access to existing north-facing windows ☐ 83 Overshadow of recreational private open space ☐ 84 Overlooking (i.e. Window or Raised Open Space) ☐ 85 Daylight to Habitable Room windows ☐ 86 Private Open Space ☐ 87 Siting of Class 10a buildings ☐ 89 Front Fence Height ☐ 90 Fence setbacks from side and rear boundaries ☐ 91 Fences on/within 150mm of side/rear boundaries ☐ 92 Fences on street alignments ☐ 94 Fences/daylight to windows - existing dwelling ☐ 95 Fences/solar access - existing north-face room ☐ 96 Fences/overshadow recreational private space ☐ 97 Mast/pole/aerial/antenna/flue or other pipe Select All PREVIOUS NEXT

Complete **Application Information (Step 1)** questions and click **Next**

- ▸ Application Information
- Delivery Email Address
- File Attachments
- Summary Information

✖ Cancel Application

🛒 Shopping Cart

Application Information

Application Summary

Building Reports and Consents applications - Siting

⚠️ LEGISLATIVE RESPONSIBILITIES
Application and design considerations
Schedule 4A 2(d) of the Building Act 1993 requires that the Council have regard to the guidelines pursuant to Section 188A of the Building Act 1993 when considering an application and must refuse to give consent to an application if the application does not comply with any matter set out in those guidelines.

Advertising
Schedule 4A 2(b) of the Building Act 1993 provides that, 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. The Council is therefore required to:

1. determine if the application may result in a nearby allotment suffering detriment, and if so;
2. give the owner of the allotment an opportunity to make a submission in respect of the possible detriment.

Application Description

Note: maximum character limit of 1000. If you wish to exceed this character limit please attach supporting documentation at the File Attachments step.

⚠️ In the box below, please provide details of the works proposed on site and the purpose for the application. You are limited to 1000 characters.

Scope of works*

[   ]

Application Information

⚠️ Please confirm that the application details below are correct. If these details (ie the application ID and property) are not correct, you will need to start again and commence the process.

Building Application No*

[eBA20/00158]

Building Application Property Address

[1 South Tce Clifton Hill VIC 3068]

Building Application Synopsis

[VSBA Clifton Hill Primary School (CHPS) - New ...]

Select Development type*

[Not Selected ▾]

Does this relate to Building Enforcement?

[Not Selected ▾]

If Yes, provide details

[   ]

⚠️ I acknowledge as the applicant that if I provide adjoining owner's comments or a signed plan as part of the application submission, Council may still need to give an opportunity (advertise) to owners that may suffer a detriment, to make a submission, and the advertising period is a minimum of 14 days. I acknowledge that if advertising is required, relevant correspondence will not be sent out and the advertising period will not commence, until such time that all the required information has satisfactorily been provided by the applicant for the application.

I agree to the Siting Declaration*

[Not Selected ▾]

⚠️ Declaration
I declare that I have uploaded the required documentation and all information provided in this application is true and correct. I declare that I am aware that it is against the law to provide false or misleading information, and if I do, it could result in cancellation of the application /request and criminal proceedings.

I declare that I am aware of the legislative requirements pursuant to the relevant section of the current Building Act in that 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 the Act or the Regulations, unless the person is authorised in writing by the owner to do so.

I acknowledge that the fee (if applicable) is not negotiable and when paid, is not refundable.

I agree to the Building Declaration*

[Not Selected ▾]

[CLEAR] [NEXT]

Complete **Delivery Email Address** details **(step 2)** once completed names will appear under Added Names.

The email addresses will be used to communicate with you about your report and consent. This includes general communication etc.

Correspondence can be sent to more than one email address. Please enter your first email address and click **Add**.

Then continue to enter as many email addresses as needed. Please add all relevant email addresses, even if you have added them in previous steps.

Once all delivery emails are added click **NEXT.**

Complete **File Attachment (step 3)**

The attachment types marked with Asterix are mandatory.

You must ensure that the documents you attached are saved in the accepted file type before uploading.

How to upload each document:

- Select Attachment Type
- Click on Choose File
- Select File
- Click on Upload
- Attachments once uploaded will appear under **Uploaded Files**

When uploading documents online there is a file size limit of 128 megabyte per attachment. If a document is larger than this, you will need to reduce the size of it / upload documents separately.

Click **Next**

Step 3 – Payment Summary and click **Continue**

- Application Information
- Property Owner
- Private Building Surveyor
- Surveyor Company
- Property Address
- Delivery Email Address
- File Attachments
- ▶ Summary Information

✖ Cancel Application

☆ Shopping Cart

Summary Information

A summary of your application is shown below. Click Continue to add your application to your shopping cart.

It is your responsibility to check that all of the details are correct. Check the details below. You can adjust any of the information by clicking on the heading link above the heading on the section or click on the steps on the left-hand side of the screen.

You can return to this Summary by clicking on the Summary link on the left-hand side of the screen.

Note: You will be required to enter Applicant information in the next step.

Application Information

Scope of works*	Test
Select Development type*	Multi Unit
Other Development Type	
I agree to the BOE Declaration*	I / we as owners agree
I agree to the Building Declaration*	I accept this Declaration

Property Owner

Given Names	Marnie
Surname	Vincent
Address Detail	60 High Street
Suburb	Northcote
Postcode	3070
Home Phone	+61423654897
Email Address	marnie.vincent@yarracity.vic.gov.au

Private Building Surveyor

Given Names	Marnie
Surname	Vincent
Address Detail	60 High Street
Suburb	Northcote
Postcode	3070
Home Phone	+61423654897
Email Address	marnie.vincent@yarracity.vic.gov.au

Surveyor Company

Given Names	Marnie
Surname	Vincent
Address Detail	60 High Street
Suburb	Northcote
Postcode	3070
Home Phone	+61423654897
Email Address	marnie.vincent@yarracity.vic.gov.au

Property Address

Address	325-333 Bridge Rd Richmond VIC 3121

Primary Land

Legal Description	NO legal fields are recorded on this land parcel

Delivery Email Address

Email Address	test@test.com

File Attachments

File Name	Agenda template - SES meeting 07.02.23.docx
Attachment Type	Certificate of Title - Registered Search Statement* A current, full copy of title (including title plan) and details of any Restrictive Covenants or other restrictions on the title. This title must have been searched within the last three (3) months.
File Size	57.82 KB

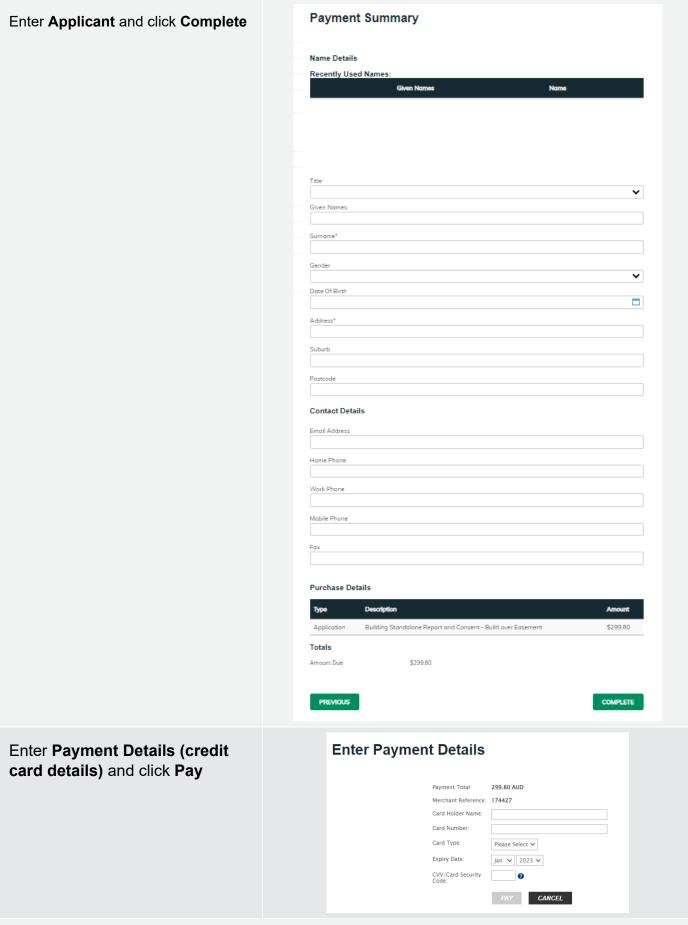|	
File Name	Agenda template - SES meeting 07.02.23[1].docx
Attachment Type	Covering Letter* Provide a covering letter from the applicant or the relevant building surveyor detailing the proposed projection over the street alignment (proposed projections only).
File Size	57.82 KB

File Name	Agenda template - SES meeting 07.02.23[2].docx
Attachment Type	Plans* Upload a copy of the architectural drawings (highlighted, coloured and notated) showing the proposed buildings to be constructed over the easement, inclusive of a site plan layout, floor plan layout, elevations, etc. that are dimensioned and scaled. Specify and dimension the width, extent and type of easement vested in Council, minimum distance from the kerb, minimum height above the road / footpath level. </br>For applications relating to flooding, please provide plans to show the existing and proposed floor levels to Australian Height Datum (AHD). </br>For applications relating to projections over the street alignment, please provide plans to show the width of the foot path, extent of the projection, minimum distance from the kerb, minimum height above the road / footpath level etc with dimensioned annotated for all.
File Size	57.82 KB

Amount Due

$299.80

CONTINUE

Enter **Applicant** and click **Complete**

Payment Summary

Name Details

Recently Used Names:

Given Names	Name

Title

[⌄]

Given Names

[   ]

Surname*

[   ]

Gender

[⌄]

Date Of Birth

[📅]

Address*

[   ]

Suburb

[   ]

Postcode

[   ]

Contact Details

Email Address

[   ]

Home Phone

[   ]

Work Phone

[   ]

Mobile Phone

[   ]

Fax

[   ]

Purchase Details

Type	Description	Amount
Application	Building Standalone Report and Consent - Build over Easement	$299.80

Totals

Amount Due $299.80

[PREVIOUS]   [COMPLETE]

Enter **Payment Details (credit card details)** and click **Pay**

Enter Payment Details

Payment Total: **299.80 AUD**

Merchant Reference: **174427**

Card Holder Name: [   ]

Card Number: [   ]

Card Type: [Please Select ⌄]

Expiry Date: [Jan ⌄] [2023 ⌄]

CVV/Card Security Code: [   ] ❓

[PAY]   [CANCEL]

If you would like a copy of the application Click **Print** and this allows you to save the summary as a PDF or print a hard copy.