

2024/2025

REPORT & CONSENT APPLICATION – SITING MATTERS

Part 5 - Building Regulations 2018

To: Golden Plains Shire – Building Services Department

Email to: Enquiries@gplains.vic.gov.au

Alternatively, please visit our **Online Greenlight Building Portal** through the Golden Plains website:

Building Department – Report & Consent. Once enquiry is submitted a team member will reach out via email to arrange payment

APPLICANT DETAILS

You are the: (Tick applicable box)

OWNER

AGENT OF OWNER

Name/Business:

Contact Name:

Email Address:

Phone Number:

PROPERTY DETAILS

Street no:

Lot/CA no:

Section no:

PS/LP no:

Street:

Suburb:

Postcode:

REGULATION & MATTER TO BE REPORTED ON

<input type="checkbox"/> (73) Maximum setback	<input type="checkbox"/> (85) Daylight to habitable room windows
<input type="checkbox"/> (74) Minimum setback	<input type="checkbox"/> (86) Private open space
<input type="checkbox"/> (74A) Minimum setback	<input type="checkbox"/> (86A) Private open space for small second dwellings
<input type="checkbox"/> (75) Building height	<input type="checkbox"/> (86B) Accessibility for small second dwellings
<input type="checkbox"/> (76) Site coverage	<input type="checkbox"/> (87) Siting of Class 10a buildings - https://www.justice.vic.gov.au/statdecs
<input type="checkbox"/> (77) Permeability	<input type="checkbox"/> (89) Front fence height
<input type="checkbox"/> (78) Car parking	<input type="checkbox"/> (90) Fence setback on side and rear boundary
<input type="checkbox"/> (79) Side or rear boundary setbacks	<input type="checkbox"/> (91) Fences on or within 150mm of side or rear boundaries
<input type="checkbox"/> (80) Walls or carports on boundary	<input type="checkbox"/> (92) A fence on intersecting street alignments
<input type="checkbox"/> (81) Daylight to existing habitable room windows	<input type="checkbox"/> (94) Fences and daylight to habitable room windows in existing dwelling
<input type="checkbox"/> (82) Solar access to existing north-facing windows	<input type="checkbox"/> (95) Fences and solar access to existing north-facing habitable room windows
<input type="checkbox"/> (83) Overshadowing of recreational private open space	<input type="checkbox"/> (96) Fences and overshadowing of recreational private open space
<input type="checkbox"/> (84) Overlooking	<input type="checkbox"/> (97) Mast, poles (antennas, chimneys & flues)

PAYMENT DETAILS

Please select one of the payment options below by ticking the appropriate box.

FEE PER REGULATION

\$448.30

IN PERSON

Please visit one of our customer service centres.

PAY VIA CREDIT CARD

PHONE

Our Customer Experience team will call the contact number provided to arrange payment

ONLINE PAYMENT LINK

An online payment link will be emailed to the email address provided to arrange payment

OFFICE USE ONLY

ASSESSMENT COST \$448.30

SDI10599 IER050 105

SIGNATURE

Owner:

Date:

Applicant:

Date:

PRIVACY STATEMENT

Personal information collected on this form will be used by Council's Building Department to complete this application and provide you with relevant updates. Council may disclose your information to other internal departments in order to process your application and will not be disclosed to any external party without your consent, unless required or authorised to do so by law. If you do not provide us with all required information Council may not process your application. You have the right to access your personal information and make any necessary corrections. If you have any queries or wish to gain access to amend your information, please contact the Building Department or Golden Plains Shire's Privacy Officer on (03) 5220 7111 or enquiries@gplains.vic.gov.au. Council will comply with its Privacy Policy and Information Privacy Principles in schedule 1 of the Privacy and Data Protection Act 2014 and the Health Records Act 2001 in relation to the use, storage, and disclosure of information. If you have any queries regarding this Privacy Statement, please contact the Privacy Officer in writing to enquiries@gplains.vic.gov.au or PO Box 111, Bannockburn 3331.

INFORMATION TO BE INCLUDED WITH APPLICATION FOR REPORT & CONSENT

Fees (as listed on the application form)

A cover letter including a written explanation of the reasons why the variation is being sought along with a clear statement of the variation(s) being requested under the Building Regulations 2018.

Applications need to include sufficient supportive information to allow for a proper assessment, including a design response of the neighbourhood and site explaining how the proposed design meets the Minister's guidelines (MG-12). A copy of minister's guideline MG-12 can be accessed on the VBA website www.vba.vic.gov.au

A current (less than 3 months old) copy of the registered Certificate of Title, including every sheet of the Plan of Subdivision and any encumbrances registered against the Title (ie. Covenant, Caveats, 173 Agreements, etc)

Developer's consent and endorsed plans (if required)

Written comments and signatures from all affected adjacent property owners (including signed copies of architectural drawings) as directed by the Municipal Building Surveyor (see form attached). Alternatively, Council can advertise to adjacent affected property owners on your behalf for a fee of \$110 (Please include this payment along with the required prescribed fee)

Full set of architectural drawings of the proposal

Clear and complete details and locations of buildings and structures on all adjacent properties

DESIGN CONSIDERATIONS – MINISTERS GUIDELINES

Pursuant to clause 4A of Schedule 2 of the Building Act Council **MUST REFUSE** to give consent to a design which does not comply with the current Ministerial Guidelines for siting matters. Designers will need to be fully aware of these guidelines to avoid refusal of consent and fee retention.

It is strongly recommended that referrals be accompanied with supporting information to demonstrate that the guidelines have been considered and met by the designer.

ADVERTISING

Clause 4A of Schedule 2 of the Building Act 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.

PLEASE NOTE THAT THE ABOVE PROVISION REQUIRES COUNCIL TO

- determine the possibility of detriment
- give opportunity for any submission.

Any comments of adjoining owners tendered by the applicant, or their agent will not over-ride the possibility that Council may be obliged to advertise.

DECISION TIME FRAME

Pursuant to Part 4, Division 3 of the Building Regulations 2018 the time after receipt of a copy of an application for the reporting authority to report on or consent to an application relating to a single dwelling under clause 6 of Schedule 2 of the Act if consent and report is required in relation to a matter referred to in Part 5 is 15 business days.

Although Council will endeavour to meet the above time limit, it may not be met – particularly where Council seeks submissions from adjoining owners. Please consult with Council as to time frames at time of application.

ADJOINING PROPERTY OWNER'S COMMENTS

OWNER DETAILS

Full Name:	Contact Name:
Email Address:	Phone Number:

PROPERTY DETAILS

Street no:	Lot/CA no:	Section no:	PS/LP no:
Street:	Suburb:	Postcode	

YOUR RESPONSE /COMMENTS ARE REQUESTED FOR A PROPOSED VARIATION TO THE BUILDING REGULATIONS 2018

PROPOSED NATURE OF VARIATION/REGULATION

Note: The Nature of the Variation / Regulation **MUST BE PROVIDED** in order to process this application. (Incomplete applications will not be accepted).

PROPOSED WORKS AT

DECLARATION

I, _____ the owner of the above property address,

- DO NOT HAVE AN OBJECTION** to the proposal and variations outlined in the application.
- DO HAVE AN OBJECTION** to the proposal and variations outlines in the application, for the following reasons;

SIGNATURE

Owner:	Date:
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PLEASE NOTE

If you wish to object to the proposal, please provide a reason for Council to consider on this form or send a letter or email addressed to the Municipal Building Surveyor.

Comments **must** be received by Council within 10 business days of receiving this notice by one of the below methods:

IN PERSON	MAIL	EMAIL
Please visit one of our customer service centres	PO Box 111 Bannockburn 3331	building@gplains.vic.gov.au

PRIVACY STATEMENT

Personal information collected on this form will be used by Council's Building Department to complete this application and provide you with relevant updates. Council may disclose your information to other internal departments in order to process your application and will not be disclosed to any external party without your consent, unless required or authorised to do so by law. If you do not provide us with all required information Council may not process your application. You have the right to access your personal information and make any necessary corrections. If you have any queries or wish to gain access to amend your information, please contact the Building Department or Golden Plains Shire's Privacy Officer on (03) 5220 7111 or enquiries@gplains.vic.gov.au. Council will comply with its Privacy Policy and Information Privacy Principles in schedule 1 of the Privacy and Data Protection Act 2014 and the Health Records Act 2001 in relation to the use, storage, and disclosure of information. If you have any queries regarding this Privacy Statement, please contact the Privacy Officer in writing to enquiries@gplains.vic.gov.au or PO Box 111, Bannockburn 3331.