

Application for Report & Consent - Siting

**Building Services**

Building Regulation Dispensation

Regulations 75, 76, 77, 78, 80, 81, 82, 83, 84, 85, 86, 87, 90, 91, 94, 95, 96, 97

Building Dispensation for Siting of Single Dwellings & Outbuildings

**2023-2024**

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| **Applicant Details** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Applicant / Agent / Owner** The person who wants the permit | | | | | | | | | | | | | | |  | | | | | | | | |  |  | |
| Title | | |  | | First Name | |  | | | Surname | | | | |  | | | | | | | | | | | |
| Organisation | | | | | (if applicable) | | | | | | | | | | | | | | | | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Suburb | | |  | | | | State | | |  | | | | | Postcode | | | | | |  | | | | | |
| Email\* | | | | |  | | | | | Phone | | | | |  | | | | | | | | | | | |
| **Property Details** | | | | | | | |  |  | | | | | | | | | | |  | | |  | | |
| **Address of Building Works** | | | | | | | |  |  | | | | | | | | | | |  | | |  | | |
| Address | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Suburb | |  | | | | | | | | | | | | | | | | | | Postcode | | |  | | |
| **Detail of Building Regulation to be varied (one application per regulation)** | | | | | | | | | | | | | | | | |  | | | | | | | | |
| Regulation Number | | | | Required Dimension | | | | Proposed Variation | | | | Reason for  variation | | | | | | | | | | | | | |
|  | | | |  | | | |  | | | |  | | | | | | | | | | | | | |
|  | | | |  | | | |  | | | |  | | | | | | | | | | | | | |
| **Adjoining Owner Comments** | | | | | | | | | | | | | | | | |  | | | | | | | | |
|  | | | I seek Council to obtaining any relevant Adjoining Owner Comments on my behalf and to pay the relevant fees and charges (cross if applicable) | | | | | | | | | | | | | | | | | | | | | | |
| **Building Permit** | | | | | | | | | | | | | | | | |  | | | | | | | | |
| Has a building permit been issued for the building work? | | | | | | | | | | | | | |  | | Yes | | | | | | | | | |
|  | | No | | | | | | | | | |
| Has the building work commenced? | | | | | | | | | | | | | |  | | Yes | | | | | | | | | |
|  | | No | | | | | | | | | |
| **Application Declaration** | | | | | | | | | | | | | | | | | | |  | | | | | | |
| I, (the Applicant), Hereby seek the consent and report of Council, in accordance with Schedule 2 of the Building Act 1993, for variation of the Building Regulation/s indicated above and have included all relevant documentation. **I understand that Council may provide a copy of this application, including plans and other documentation to obtain relevant adjoining owner comments during this application.** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature | | | | | |  | | | | | | | | | | Date | | | | | |  | | | |
| **Checklist** | | | | | | | | | | | | | | | | | |  | | | | | | | |
| **General information required for all applications** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Reasons for Application | | | | | | | | | |  | | Elevations | | | | | | | | | | | | |
|  | Address the Ministers Guidelines | | | | | | | | | |  | | Setbacks of existing buildings on the subject site | | | | | | | | | | | | |
|  | Dimensions of site boundaries and site and other area of the subject site | | | | | | | | | |  | | Setback of proposed building from boundaries buildings | | | | | | | | | | | | |
|  | Floor plan layout of the existing buildings and windows within the walls that may be affected on the subject site | | | | | | | | | |  | | Dimensions of site boundaries and site area of the adjoining property/ies | | | | | | | | | | | | |
|  | Comments from the relevant adjoining Owners’ using Council’s Adjoining Owner Comment Form. Where comments cannot be provided, Council will contact the adjoining owners and seek their comments at the applicants expense. ($175.00 for adjoining property & $71.00 for each subsequent property) | | | | | | | | | | | | | | | | | | | | | | | | |
| **Further information to be provided specific to the Regulation** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Regulation 75 - Building Height** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Roof heights above natural ground level ie. Intersection of wall and roof line, height from NGL to ridge. | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Elevations showing wall heights and contours of land | | | | | | | | | | | | | | | | | | | | | | | | |
| **Regulation 80 - Walls on Boundaries** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Height of proposed building walls that face boundaries | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Elevations showing wall heights and contours of land | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Overshadowing diagram | | | | | | | | | | | | | | | | | | | | | | | | |
| **Regulation 84 - Overlooking** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Floor level (above natural ground level) of rooms containing habitable room windows | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Overlooking diagram in plan and elevation | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Floor level (above natural ground level) of adjacent allotments rooms containing habitable room windows | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Dimensioned site plan of the adjoining property indicating location, height and type of fences that form any part of the Secluded Private Open Space | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Elevations showing contours of land and direct line of sight. | | | | | | | | | | | | | | | | | | | | | | | | |
| **Regulation 87 - Sheds/Garages on Vacant Land** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Length, width and wall heights of the proposed structure | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Proposed wall and roof claddings/finishes – note all metal claddings should be Colorbond | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Letter signed by owner stating the intended use of the structure – note must not be used for habitable or commercial purposes | | | | | | | | | | | | | | | | | | | | | | | | |

## Fees

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| --- | --- |
| Application Fee - Siting | **$311.80 (per regulation)** |
| Application Fee (where building permit has been issued or work has commenced) **PLUS** | **$492.00 (first regulation)**  **$311.80 (each subsequent regulation)** |

## Notes

Part 5 of the Building Regulations 2018 specify the minimum standards and design requirements that apply to single dwellings and associated structures. Council can only consider the Report and Consent regulation/s applied for and does not undertake an assessment of any other aspect of the design.

## Lapse of application

An application for Report and Consent will lapse after a period of 3 months from the date a request for further information if the applicant does not supply the required information within this time. In the event that an application has lapsed a new application will need to be submitted with payment of the applicable fee.

## Affect of Planning schemes

Part 5 of The Building Regulations do not apply if a planning permit is required for the construction of the building; and the planning scheme regulates the same matter as that regulation in relation to the siting and design of the building. Please check with Council’s Statutory Planning Department to ensure that a planning permit is not required for your proposal.

## Duration of Consent

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

## Lodgment and Payment Options

Application with Cheque or Money Order can be posted to *PO Box 156 Ringwood 3134.*

Applications can be made and paid in person at our Customer Service Centres:

**Realm,** Ringwood Town Square, 179 Maroondah Highway, Ringwood (Opposite Ringwood Station)

Hours: 9am-8pm Monday - Friday, 10am-5pm Saturday, Sunday and public holidays

**Croydon Library,** Civic Square, Croydon

Hours: 8.30am-5pm Monday - Friday

## **Need Help?**

Please contact Building Services if you need help completing this form or if you are unsure about the information we need to process the application. You can also visit [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au) or call us on 1300 88 22 33 or (03) 9298 4598. **You can also apply online.**

OFFICE USE ONLY **Payment Details (internal Use Only)**

AP: Prepayment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Receipt Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Paid:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Cashier Use:** Fee $311.80 per regulation/ $492.00 if building permit issued or works commenced. Fees for adjoining owner comments, where required, will be invoiced separately.

AP PP/DISP ADD Narrative - Permit Type (Circle): REG 75/ 80/ 84/ 87 Payment Type: Cash/ Chq/ EFTPOS

Receipt Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_