

Application for Report and Consent - Setbacks and Front Fence Height

01 July 2025 - 30 June 2026

Building Regulation Dispensation
Regulations 73, 74, 74A and 79 - Siting of Single Dwellings, Outbuildings and Small Second Dwellings
Regulations 89 and 92 - Front Fences

Need Help?

Please contact Statutory Planning 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 or call us on 1300 88 22 33. **You can also apply online.**

| Applicant and Owner Details | | | | | *Mandatory information | |
|--|-----------------|------------|--|-----------|------------------------|--|
| Applicant* The person who wants the permit | | | | | | |
| Title | | First Name | | Surname | | |
| Organisation | (if applicable) | | | | | |
| Address | | | | | | |
| Suburb | | State | | Post code | | |
| Email* | | | | Phone | | |
| Owners details* The person or organisation who owns the land Where the owner is different from the applicant, provide the details of that person or organisation. | | | | | | |
| Title | | First Name | | Surname | | |
| Organisation | (if applicable) | | | | | |
| Address | | | | | | |
| Suburb | | State | | Postcode | | |
| Owner's Signature (optional) | | | | | Date | |

Property Details

Street Address*

Address

Suburb

Postcode

Adjoining Owner Comments

I understand that Council will provide a copy of this application, including plans and other documentation to obtain relevant adjoining owner comments as part of this application.

Detail of Building Regulation to be varied (one application per regulation)

Regulation Number

Required Dimension

Proposed Variation

Reason for variation

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.

SIGN HERE
Signature

Date

Checklist

Information required for all applications

| | |
|--|---|
| | Filled in the form completely? |
| | Paid or included the application fee? Contact Council to determine the appropriate fee. |
| | <p>A written assessment of your proposal against the Ministers Guidelines. (available from the Victorian Building Authority - www.vba.vic.gov.au).</p> <p>These guidelines set out the objective of each regulation including the matters that Maroondah City Council will consider before deciding on your application.</p> |
| | Title - A full copy of the title information for each individual parcel of land forming the subject site. (current - within the last 3 months) |
| | <p>Plans of existing conditions including:</p> <ul style="list-style-type: none"> • Dimension of site boundaries and site area • Setbacks of existing buildings • Floor plan layout of the existing building and windows within the walls that may be affected on the subject site • Site areas of the adjoining properties |
| | <p>Plans of the proposed conditions including:</p> <ul style="list-style-type: none"> • Elevations • Plans showing the layout and details of the proposal including: <ul style="list-style-type: none"> - Setback of proposed building from boundaries and other area of the subject site |

Information requirements for specific regulations

| | |
|--|---|
| | <p>Regulations 73 & 74: Minimum and Maximum Street Setbacks</p> <ul style="list-style-type: none"> • Setbacks of existing adjoining buildings (minimum 2 lots on each side) • Location and height of subject and adjoining front fence (minimum 2 lots on each side) |
| | <p>Regulations 74A: Building Setback for Small Second Dwelling</p> <ul style="list-style-type: none"> • Setback of front wall of existing dwelling |
| | <p>Regulation 79: Side and rear setbacks</p> <ul style="list-style-type: none"> • Height of proposed building walls that face boundaries • Elevations showing wall heights and contours of land |

| | |
|--|---|
| | Regulation 89: Front Fence Height <ul style="list-style-type: none"> Type of fence (ie. Type of construction, fence heights and fence locations, spacing between pickets etc.) Type of neighbourhood fences (ie. Type of construction and fence heights of at least 2 adjoining property fences on both adjoining sides and across the street) |
| | Regulation 92: Fences on street alignments (ie. Fences within 9 metres of an intersection) <ul style="list-style-type: none"> Type of fence (ie. Type of construction, fence heights and fence locations) |

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.

Extensions of time

If a Building Permit is not issued within 12 months of a Report and Consent approval, the applicant can apply for a 6 months extension of time so long as there are no changes to the approved plans.

An application to extend an approval must be received by Council before the consent expires. Once an approval expires, a new application is required.

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

Privacy Collection Notice

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001.

The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Council may provide a copy of this application, including plans and other documentation in order to obtain relevant adjoining owner comments during the course of this application.

Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form.

Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 1300 88 22 33 or email - privacy@maroondah.vic.gov.au

Fees

| | |
|---|--|
| Application Fee - Front Fence - Reg 89 and 92 | \$211.50 per regulation (GST not applicable) |
| Application Fee - Siting - Reg 73, 74, 74A and 79 | \$461.45 per regulation (GST not applicable) |
| Application Fee (where building permit has been issued or work has commenced) PLUS | \$555.00 first regulation (GST not applicable) \$351.00 each subsequent regulation (GST not applicable) |

Cashier Use - See fees listed above

AP: Prepayment: _____ Receipt Number: _____

Amount: \$ _____ Date Paid: ____/____/____

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Check Regulation number nominated on form

AP PP/PLAN ADD

Narrative – Application for Regulation XX (Regulation number) – Subject Address

Payment Type: Cash/ Chq/ EFTPOS

Receipt Number: _____ Amount: \$ _____ Date Paid: ____/____/____