

## REPORT & CONSENT APPLICATION - SITING

### Part 5 - Building Regulations 2018

To: Golden Plains Shire – Building Services Department

Email to: [Enquiries@gplains.vic.gov.au](mailto: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

(73) Maximum setback

(84) Overlooking

(74) Minimum setback

(85) Daylight to habitable room windows

(75) Building height

(86) Private open space

(76) Site coverage

(87) Siting of Class 10a buildings -  
<https://www.justice.vic.gov.au/statdecs>

(77) Permeability

(89) Front fence height

(78) Car parking

(90) Fence setback on side or rear boundary

(79) Side or rear boundary setbacks

(91) Length and/or height of side or rear fence

(80) Walls or carports on boundary

(92) A fence on intersecting street alignments

(81) Daylight to existing habitable room windows

(97) A mast, poles, antennas, chimneys & flues

(82) Solar access to existing north-facing windows

(109) Projections beyond the street alignment

(83) Overshadowing of recreational private open space

(116) Protection of the public

#### PAYMENT DETAILS

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

PRICE PER REGULATION \$311.80

**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 \$311.80

GL no. 30178

#### SIGNATURE

Owner:

Date:

Applicant:

Date:

The Golden Plains Shire considers that the responsible handling of personal information is a key aspect of democratic governance and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Privacy & Data Protection Act 2014. The personal information required on this form will only be used by Council for the purpose of property related issues. The information will not be disclosed to any other party unless Council is required to do so by law. You can view and change the information by contacting Customer Service on 5220 7111.

## 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](http://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

<b>Full Name:</b>	<b>Contact Name:</b>
<b>Email Address:</b>	<b>Phone Number:</b>

### PROPERTY DETAILS

<b>Street no:</b>	<b>Lot/CA no:</b>	<b>Section no:</b>	<b>PS/LP no:</b>
<b>Street:</b>	<b>Suburb:</b>	<b>Postcode</b>	

**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:**

### 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 at one of our service centres

PO Box 111 Bannockburn 3331

[building@gplains.vic.gov.au](mailto:building@gplains.vic.gov.au)

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