

APPLICATION FOR REPORT AND CONSENT PROJECTIONS AND FLOOD PRONE AREAS

BUILDING REGULATIONS 2018 PART 6, PART 10



APPLICANT DETAILS

First Name Surname

Company

Postal address

Phone Email

PROPERTY ADDRESS:

Unit no. Street no. Street

Suburb Postcode

CONSENT DETAILS

TICK	REG	MATTERS FOR WHICH REPORT AND CONSENT IS BEING SOUGHT
<input type="checkbox"/>	99	Architectural features - narrow street
<input type="checkbox"/>	100	Architectural features - medium street
<input type="checkbox"/>	101	Architectural features - wide street
<input type="checkbox"/>	102	Windows and balconies
<input type="checkbox"/>	103	Verandahs
<input type="checkbox"/>	104	Sunblinds and awnings
<input type="checkbox"/>	105	Service pipes and rainwater heads
<input type="checkbox"/>	106	Window shutters
<input type="checkbox"/>	107	Signs
<input type="checkbox"/>	108	Service cabinet doors
<input type="checkbox"/>	134	Buildings above or below certain public facilities
<input type="checkbox"/>	153	Building in areas liable to flooding
<input type="checkbox"/>	154	Construction on designated land or designated works

APPLICATION CHECKLIST

(The following documents/information must be submitted as part of the report and consent application)

1. A current copy of the Certificate of Title and Plan of Subdivision (within the last 90 days).
2. Provide a cover letter from the applicant or the relevant building surveyor detailing the proposed projection over the street alignment (proposed projections only).
3. Two copies of architectural drawings that are highlighted, coloured and notated showing the extent of the non-compliance for which the application is sought, inclusive of a site plan layout, floor plan layout, elevations, etc. that are dimensioned and scaled to show the following:
- plans that are provided for applications relating to flooding are to show the existing and proposed floor levels to Australian Height Datum (AHD)
 - plans that are provided for applications relating to projections over the street alignment are to show the width of the foot path, extent of the projection (dimension distance on plans), minimum distance from the kerb, minimum height above the road / footpath level.

LODGEMENT AND PAYMENT

Applications can be lodged in the following ways:

✉ Emailbuilding@melbourne.vic.gov.au**👤 In person**

Melbourne Town Hall
Administration Building,
120 Swanston Street, Melbourne.
Business hours, Monday to Friday
Closed public holiday

✉ Mail

Planning and Building
City of Melbourne
GPO BOX 1603
Melbourne VIC 3001

A confirmation email with payment details will be sent once your application is lodged. Payment can then be made online, over the phone, in person or by mail. Please refer to the schedule of fees for an indication of the amount payable melbourne.vic.gov.au/planningbuildingfees

Fees are non-refundable and applications are processed once payment is received in full.

COLLECTION STATEMENT

The City of Melbourne is committed to protecting your privacy. The personal information requested on this form is being collected by the City of Melbourne for the purpose of assessing your application as set out in the *Building Act 1993* and *Building Regulations 2018*, to correspond with you about this application and any other directly related purpose. The information you provide will be made available to relevant officers within Council and other government agencies directly involved in the building process, and to persons accessing information in accordance with the *Public Records Act 1973*, *Building Act 1993* or the *Freedom of Information Act 1982*.

The information you provide will also be made available to notify affected parties if necessary. This may be a notice onsite, in a notice online and/or by post.

It will not be disclosed to any other external party, without your consent, unless required or authorised by law. If the information is not collected we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to the City of Melbourne please contact Planning and Building by phone 03 9658 9658 or email enquiries@melbourne.vic.gov.au.

APPLICANT DECLARATION

By signing this application, I declare that the information provided is true and correct. A building permit has not been issued for any work that relates to this application. I acknowledge that all fees are non-refundable.

Name

Date

Signature