

APPLICATION FOR REPORT AND CONSENT PROTECTION OF THE PUBLIC

BUILDING REGULATIONS 2018, REGULATION 116



APPLICANT DETAILS

First Name Surname

Company

Postal address

Phone Email

RELEVANT BUILDING SURVEYOR DETAILS

First Name Surname

Company

Postal address

Phone Email

PROPERTY ADDRESS

Unit no. Street no. Street

Suburb Postcode

DESCRIPTION OF BUILDING PROJECT/WORKS

DESCRIPTION OF PROPOSED PRECAUTIONS OVER THE STREET ALIGNMENT

Please note: A Temporary Protective Structure permit must be obtained prior to any protection works or safety precautions being constructed over the street, road or footpath. The precautions must be approved by the Relevant Building Surveyor before the report and consent can be issued. Please contact the Site Services Team on 9658 9658 for more information.

ESTIMATED DURATION OF OCCUPATION

Days

**CONSTRUCTION TRAFFIC IMPACT ASSESSMENT (CTIA)
CHECKLIST (please use this checklist if a CTIA is required)**

- | | | |
|--|------------------------------|-----------------------------|
| 1. Has a CTIA been submitted to the Melbourne City Council for approval? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Has the Council approved the CTIA for this development? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. If you answered yes to the above questions, is the CTIA that has been submitted to the Council consistent with the CTIA for this application? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
4. If you answered no to questions 1 and 2, please provide a copy of the CTIA with this application. (See melbourne.vic.gov.au/buildingcodeofpractice - Code of Practice for Building, Construction and Works, section 15.10 for more information)
or
If the proposed precautions over the street alignment are minor in nature (shop front installation/removal, front fence, etc) for a duration of less than 4 weeks, please contact the Building Control Group on 9658 9658 to discuss further.

Please note: If the CTIA submitted with this application is not consistent with the CTIA that has been submitted/ approved by Council, an amendment to the CTIA will be required otherwise the report and consent **cannot be issued and will be refused.**

SECTION 6: APPLICATION CHECKLIST

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

1. Completed and signed application form.
2. Provide a written statement from the Relevant Building Surveyor for the project, detailing and consenting to the proposed method of public protection/precautions that are to be erected over the street alignment. This must be accompanied with signed reference plans that show the protection work (proposed precautions, signage, pedestrian clearances, etc.)
3. Provide a site plan layout showing the following:
- a. The subject allotment and the relationship between the footpath and the street, showing the location of adjoining properties, footpaths, roads, street signs, street trees and street furniture.
 - b. The length, width and area of the footpath/road that is to be occupied by the hoarding, scaffold, gantry, etc.
 - c. The minimum dimension of the footpath from the boundary line to the kerb, the location of street furniture, the width of roads/streets adjacent to the proposed precaution, the location and placement of public protection signage and protective measures, ramps, directional pedestrian signs, etc.
 - d. The height (min 2,400mm) and type of the hoarding that is to be provided. See section 17 of the Code.
 - e. The minimum clearances to be provided adjacent to the perimeter of the hoarding for pedestrian access (i.e. minimum clear footpath width required). See section 15.7 of the Code.
 - f. The minimum unobstructed width, height clearance (min 3,000mm) clear of obstructions for gantry structures over the footpath.
4. Provide a sectional detail of the proposed hoarding. The sectional detail must include the method of support and take into account the lateral stability of the proposed hoarding. Please note that no part of any support or restraint is to project beyond the face of the hoarding.
5. Provide a structural design for gantries (minimum loading 5-10kPa), scaffolding and hoardings (non-standard) that are to be erected over the footpath/street inclusive of computations/calculations and a Certificate of Compliance. See sections 16-19 of the Code.
6. Provide a copy of a CTIA where required as prepared by a qualified and experienced traffic engineering consultant. The CTIA must address the criteria set out in section 15.10 of the Code.

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 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