

Application for report and consent siting of Council

Building Regulations 2018



Merri-bek
City Council

Property details

Street address	
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Applicant details

Given name		Family name	
Company (optional)			
Email		Phone	
Postal address			

Owner details

same as applicant details (tick if applicable)

Given name		Family name	
Company (optional)			
Email		Phone	
Postal address			

Relevant Building Surveyor

Given name		Family name	
Email		Phone	
Registration number			

Proposed work

As the applicant, it is your responsibility to ensure that your application identifies all relevant regulations for which the Report and Consent of Council is required. Merri-bek City Council, as the reporting authority, will not assess which regulations require an application to Council and accepts no responsibility for regulations not identified in this application.



If you have any questions about the regulations, contact the Relevant Building Surveyor.

Tick all that apply.

Regulation	Reporting matter (noncomplying item/s)	Regulation	Reporting matter (noncomplying item/s)
<input type="checkbox"/> 73	Maximum street setback	<input type="checkbox"/> 86	Private open space
<input type="checkbox"/> 74	Minimum street setback	<input type="checkbox"/> 87	Siting of Class 10a buildings
<input type="checkbox"/> 75	Building height	<input type="checkbox"/> 89	Front fence height
<input type="checkbox"/> 76	Site coverage	<input type="checkbox"/> 90	Fence setbacks from the side or rear boundaries
<input type="checkbox"/> 77	Permeability	<input type="checkbox"/> 91	Fences on or within 150mm of side or rear boundaries
<input type="checkbox"/> 78	Car parking spaces	<input type="checkbox"/> 92	Fences on street alignments
<input type="checkbox"/> 79	Side and rear setbacks	<input type="checkbox"/> 94	Fences and daylight to windows in an existing dwelling
<input type="checkbox"/> 80	Walls or carports on boundaries	<input type="checkbox"/> 95	Fences and solar access to existing north-facing habitable room windows
<input type="checkbox"/> 81	Daylight to existing habitable room windows	<input type="checkbox"/> 96	Fences and overshadowing of recreational private open space
<input type="checkbox"/> 82	Solar access to existing north-facing habitable room windows	<input type="checkbox"/> 97	Masts, poles etc
<input type="checkbox"/> 83	Overshadowing of recreational private open space	<input type="checkbox"/> 109	Projections beyond the street alignment
<input type="checkbox"/> 84	Overlooking	<input type="checkbox"/> 130	Building over easement
<input type="checkbox"/> 85	Daylight to habitable room windows	<input type="checkbox"/> 134	Building above or below certain public facilities

Reason for your application

Please outline the reason for your proposal and how it meets each of the relevant Minister's Guidelines; you can view the guidelines at https://www.vba.vic.gov.au/__data/assets/pdf_file/0015/134304/Ministerial-Guidelines-MG-12-effective-14Dec2023.pdf. Attach additional sheets as necessary. Attach additional sheets as necessary.



Clause 4A of Schedule 2 of the Building Act 1993 requires Council to refuse consent if the proposal does not meet the guidelines.

Submission checklist



An incomplete application or an application without the required fee will not be accepted by Council. Council may also refuse applications that have not addressed the Minister's Guidelines adequately. If Council asks you for more information and do not provide this within the prescribed period, Council may refuse your application.



Your application must include the following:

- A completed application form.
- The prescribed fee; visit www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/building-report-and-consent/ for a schedule of fees or to lodge online.
- The adjoining owner advertising fee for all report and consents with the exception of Regulation 76, 77, 78, 85, 86, 89 or 92, ; visit www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/building-report-and-consent/ for a schedule of fees or to lodge online
- A copy of drawings showing site plans, floor plans, elevations, sections, dimensions, overlooking, shadow diagrams and details of the adjoining properties, showing that the proposal satisfies the objective and decision guidelines contained in the Minister's Guidelines.
- Architectural drawings which include:
 - an allotment plan at a suitable scale between 1:500 and 1:100;
 - if the allotment is at the intersection of streets or the distance to the nearest street corner;
 - the position and dimensions of the proposed building and its relationship to the boundaries of the allotment and any existing buildings on the same allotment and adjoining allotments;
 - relevant building heights, boundary setbacks;
 - north point, site address and intended use of the building.
- A current (less than three months old) copy of the Certificate of Title.
- A letter from the Relevant Building Surveyor must be provided specifying each element of the design that does not comply with the regulation/s and which report and consent (dispensations) is/are sought.
- A plan of subdivision (if there is one).
- Any other encumbrances on the title eg any current covenants or Section 173 agreements under the Planning & Environment Act 1987 that may apply to the subject allotment.
- Any additional information to support your application.

Adjoining owners comments fee – siting applications

Council will contact adjoining owners and seek comments on your behalf for a fee for all siting consent and report applications except for Regulation 76, 77, 78, 85, 86, 89 or 92 applications only. This ensures transparency and is consistent with the Victorian Building Authority Practice Note 57. Council no longer accepts adjoining owners comments from the applicant.



If you do not submit the adjoining owners advertising fee with your application, you will be invoiced and this will delay your application. Council cannot process it until all fees are received.

- I **have** attached the adjoining owners advertising fee.
- I **have not** attached the adjoining owners advertising fee as my report and consent application is for either regulation 76, 77, 78, 85, 86, 89 or 92 only.





Signature and declaration

I confirm that (tick relevant boxes):

- A building permit has not been issued for the building work relevant to this application.
- Building work has not commenced in relation to the proposed work identified with this application.

Signature			
Name		Date	

For information & lodgement

-  **Online** visit www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/building-report-and-consent/ for more information and to lodge your application online.
-  **Phone** Merri-bek City Council on 9240 1111 for assistance and information.
-  **Mail** your application and payment to Merri-bek City Council, Locked Bag 10, Brunswick, Vic 3056.
-  **Visit** the Merri-bek Civic Centre at 90 Bell Street, Coburg, Vic 3058.

Privacy notice

Merri-bek City Council is committed to protecting your privacy in accordance with the *Privacy and Data Protection Act 2014 (Vic)*. The personal information requested on this form is being collected by Merri-bek City Council to consider and determine the application pursuant to the *Building Act 1993* and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). If the personal information is not provided, your application may not be accepted or may be refused. The personal information may also be used by Council for related purposes. The personal information disclosed in the application which includes any additional information provided throughout this application process will be made available for public inspection by adjoining property owners and may be emailed or mailed to them. Council is required to seek the views of the relevant adjoining owners for any request for a setback reduction pursuant to the Ministers Guideline 03. You must not submit any personal information or copyright material of third parties without their informed consent. By submitting the material you agree that the use of the material you have submitted does not breach any third party's right to privacy and copyright. The personal information will not be disclosed to any other external party without your consent, unless required or authorised by law. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on 9240 1111 or e-mail at Privacyofficer@merri-bek.vic.gov.au.

PLEASE NOTE: Information associated with this application might be provided electronically and unless otherwise stated, Council takes the completion of this form as consent to use electronic communication.

Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	National Relay Service:		
عربي	Arabic	9280 1913	पंजाबी	Nepali	9280 0751	13 36 77 or relayservice.com.au		