



APPLICATION FOR CONSENT & REPORT FROM COUNCIL

To: Municipal Building Surveyor

From: I/we
being the owner/s (agent of owner) of the subject property, hereby apply for a Consent / Report from the City of Whittlesea in accordance with the Building Regulations 2006 and Schedule 2 of the Building Act 1993 for the following matters as set out in the following page.

Applicant Details:

Name:

Postal Address:

Telephone:

Subject Property Address:

Number: Street/Road:

Suburb:

Information Required With This Application

1. Details showing compliance with the Ministers Decision Guidelines.
2. A plan showing the subject allotment, the adjoining properties (rear and side), the location and setback of the habitable room windows in the adjoining buildings, the area set aside as private open space, boundary fence heights, the secluded private open space of the adjoining properties, relevant elevations and sections appropriately dimensioned and shadow diagrams where appropriate or when required by the regulations.
3. Written comments from the affected adjoining property owners (please consult with the Municipal Building Surveyor for further direction).
4. A copy of the 'Certificate of Title' showing any current covenants or Section 173 agreements under the Planning & Environment Act 1987 that may apply to the subject allotment.
5. Application fee of \$217.50 for dispensation request plus \$100.00 for each additional regulatory dispensation request (please refer note below).

Note: Further information, in addition to the above, may be requested after initial assessment of the application. Lack of information is likely to result in delays or refusal.

Date: Receipt No: Amount:



Please tick what aspect of the proposal does not comply with the Building Regulations 2006:

Tick	Reg.	Reporting Matter
	408(3)	Maximum street setback
	409(4)	Minimum street setbacks
	410(4)	Building height
	411(4)	Site coverage
	412(2)	Permeability
	413(6)	Car parking
	414(6)	Side and rear setbacks
	415(5)	Walls on boundaries
	416(6)	Daylight to existing habitable room windows
	417(6)	Solar access to existing north-facing windows
	418(3)	Overshadowing of recreational private open space
	419(9)	Overlooking
	420(3)	Daylight to habitable room windows
	421(4)	Private open space
	422(2)	Siting of Class 10a buildings
	424(3)	Front fence height
	425(3)	Fence setbacks from side and rear boundaries
	426(5)	Fences on or within 150mm of side or rear boundaries
	427(1)	Fences on street alignments
	428(6)	Fence and daylight to windows in existing dwelling
	429(5)	Fences and solar access to existing north-facing habitable room windows
	430(3)	Fences and overshadowing of recreational private open space
	431	Masts, poles etc.

Please describe in point form how the Building Regulations are not met:

Example: Frontage setback proposed is five metres in lieu of required seven metres setback.

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Signature of Applicant: Date:

Please forward all correspondence to: Municipal Building Surveyor
 City of Whittlesea
 Locked Bag 1
 BUNDOORA MDC 3083
 Phone: 9217-2259



ADJOINING OWNER COMMENTS FORM

To: The Municipal Building Surveyor
City of Whittlesea
Locked Bag 1
Bundoora MDC 3083

Attn: Municipal Building Surveyor

I/we

Am/are the owners/s of the property at

I/we have sighted and signed the plans (*insert plan drawing numbers and date*)

For the proposed

At

I/we object/have no objection (*please circle which one is relevant*) to the City of Whittlesea Council granting the siting dispensation as requested by the applicant, in regards to

.....
.....
.....

Signed :

Dated:

Ph: H:..... W:..... H:..... W:.....

Please Note:

- **The plans/drawings the adjoining owners have sighted are also to be signed and dated.**
- **If you object to the proposed siting dispensation, you are required to provide reasons why you object.**

Please address your objection to: Municipal Building Surveyor
City of Whittlesea
Locked Bag 1
BUNDOORA MDC 3083

Personal information provided is for the purpose of assisting Council's decision-making processes with regard to the granting of siting dispensations and will be used solely for that purpose. Information will not be disclosed to any other person unless required by law. You may apply for access and/or amendment to your personal information by contacting Council's Freedom of Information Officer in writing.



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