

ADJOINING OWNER/S COMMENT FORM

(BUILDING REGULATIONS 2018, PART 5)

Q. Why am I receiving this form?

A. An adjoining property owner is applying to the Colac Otway Shire to vary a Building Regulation for siting under Part 5 of the Building Act 1993.

Under Section 188 of the Building Act 1993, Council must provide adjoining property owners with an opportunity to view the plans and provide comment regarding a proposal that may impact them.

Please work through the steps below to be consulted regarding this application.

Step 1. Review the details in the table below

The details below have been provided by the applicant applying for Council Report and Consent and will help inform you about the impact to your property.

Details and location of proposed building works (Applicant to complete)			
Street No.		Street Name	
Suburb			Post code
Nominate which Regulation/s		e.g. Regulation 80 - Wall on boundary	
Briefly describe the variation....		The garage wall is over height by 500mm	
Why are you applying to vary....?			
I have attached the following plans...		WD01 Site Plan, WD02 Elevations	

Step 2. View and sign the provided plans

Make sure you have been provided with all the plans listed in the proposed building work section above. Review and sign each plan, even if you object. This way we can check you have been provided with the same information as Council.

We suggest you keep a copy of the plans and this document for your records.

Step 3. Do you consent or object to the proposed siting variation/s.

I/we, being the affected adjoining property owners, have viewed the plans and documentation of this application to variation to the Building Regulations 2018, and

- I/we **consent** to the proposed siting variation/s.
- I/we **object**** to the proposed siting variation/s.

All objections must provide details of the reasons for the objection to the siting variation:

**For your objection to be considered, this comment form and the signed plans must be returned within 10 business days of receipt and be signed by the legal owner of the impacted property.

Note: All comments received by Council are given due consideration as part of the decision-making process. The fact that an adjoining owner objects does not compel Council to refuse an application. Council will carefully consider the application against the Minister's Guidelines, site conditions and other factors.

Step 4. Complete the declaration below

Declaration			
I declare that I am the legal owner of the affected property listed below and I am aware that the proposed works are designed outside of the siting requirements prescribed by the nominated Regulation/s of the Building Regulations 2018.			
Your signature		Date	
Your full name			
Your impacted property address			

Step 5. Return a copy of this form and the signed plans via one of the methods below

- Scan and email the documents to inq@colacotway.vic.gov.au or
- Bring the documents in to 2-6 Rae Street COLAC from 9am – 5pm Monday to Friday, or
- Alternatively, you may have been provided with a reply-paid envelope or the applicant may return them for you.

Note: Your personal information is being collected by Colac Otway Shire for the purpose of collecting property owner comments for a Report and Consent application in accordance with the Building Act 1993. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council's Privacy Policy at <https://www.colacotway.vic.gov.au/Home>.