



Building Act 1993
Building Regulations 2018
Part 5

APPLICATION FOR REPORT AND CONSENT

Application No:	_____	
	Fee Amount	Code
Application:	\$ _____	832
Adj Owner:	\$ _____	837
Total:	\$ _____	
Receipt No:	_____	

APPLICANT DETAILS

Applicant: _____

Postal Address: _____

Phone: _____ Mobile: _____ Contact Person: _____

Email: _____

OWNERSHIP DETAILS As Above

Owner: _____

Postal Address: _____

Phone: _____ Mobile: _____ Contact Person: _____

BUILDING SURVEYORS DETAILS

Surveyor: _____

Postal Address: _____

Phone: _____ Mobile: _____ Contact Person: _____

NATURE OF BUILDING WORK

Property Address: _____

Proposed Works: _____

ATTACHED DOCUMENTS (REQUIRED):

- \$294.70 Applicable Fee (**per** regulation)
- Complete set of building plans
- Copy of title, including lot plan
- Supporting comments in writing - **MUST** address the 'Decision Guidelines' (Refer to Appendix)
(i.e. demonstrate why exceptional circumstances exist, and why the Regulations should not reasonably apply to this allotment)

ADJOINING OWNERS COMMENTS (if applicable, see rear)

- Adjoining Owners Comments attached (including copy of plans initialled by adjoining owner)
- I request Council obtain adjoining owners comments.
I understand a fee is applicable per property for this service.

Please obtain the relevant appendix for the proposed variation - available from Council office or website

Signature of Applicant: _____ Date: _____

AGENT AUTHORISATION

To be completed by the owner where applicant is acting on behalf of the owner

I/we, the owner as listed above, hereby authorise the applicant to lodge an application for a Report & Consent with the Colac Otway Shire and to act on my/our behalf in this matter

Signature of Owner: _____ Date: _____

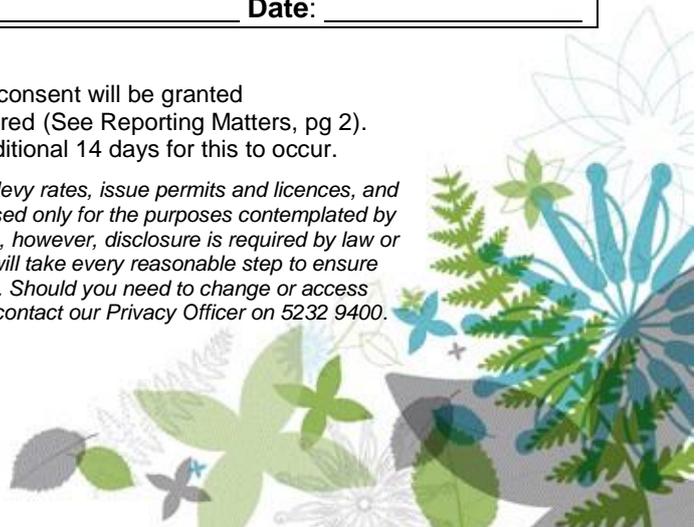
Notes:

1. Application fee is non-refundable and no guarantee can be given that consent will be granted
2. Adjacent Owners Comment Form is provided for your use where required (See Reporting Matters, pg 2).
Council can apply for this on your behalf, however please allow an additional 14 days for this to occur.

DECLARATION: *The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences, and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed on to third parties. In some instances, however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details, or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.*

Colac Otway Shire
PO Box 283
Colac Victoria 3250
E: inq@colacotway.vic.gov.au
www.colacotway.vic.gov.au

Customer Service Centre
Colac: 2-6 Rae Street
Apollo Bay: Visitor Information Centre
100 Great Ocean Road
P: (03) 5232 9400
F: (03) 5232 9586



Please refer to the appropriate appendix for further information on the regulation and the requirements for the regulation

REPORTING MATTER

Tick the applicable regulations affected, provide details of the proposed variation and the requirement under the regulation (e.g. Front Setback proposed = 4m, Required by Regulation = 5.1m)

Regulation	Proposed Variation	Required by Regulation	Appendix	Note
BUILDING - SETBACKS				
<input type="checkbox"/> Reg. 73 - Maximum Street Setback			1	1
<input type="checkbox"/> Reg. 74 - Minimum Street Setback			2	1
<input type="checkbox"/> Reg. 79 - Side and Rear Setbacks			3	1
BUILDING – HEIGHT & LENGTH				
<input type="checkbox"/> Reg. 75 - Building Height			4	1
<input type="checkbox"/> Reg. 80 - Walls and Carports on Boundary			5	1
BUILDING - EFFECTS ON ADJOINING PROPERTIES				
<input type="checkbox"/> Reg. 81 - Daylight to Habitable Room Windows (HRW)			6	1
<input type="checkbox"/> Reg. 82 - Solar Access to North Facing HRW within 3m of boundary			7	1
<input type="checkbox"/> Reg. 83 - Overshadowing of Recreational Private Open Space (POS)			8	1
<input type="checkbox"/> Reg. 84 - Overlooking			9	1
BUILDING – DESIGN				
<input type="checkbox"/> Reg. 85 - Daylight to Habitable Room Windows (HRW)			10	1
<input type="checkbox"/> Reg. 86 - Private Open Space (POS)			11	
SITE COVERAGE & CAR PARKING				
<input type="checkbox"/> Reg. 76 - Site Coverage			12	
<input type="checkbox"/> Reg. 77 - Permeability			13	
<input type="checkbox"/> Reg. 78 - Car Parking Spaces			14	
FENCES - HEIGHT/LENGTH or EFFECTS ON ADJOINING PROPERTIES				
<input type="checkbox"/> Reg. 89 - Front Fence Height			15	1/2
<input type="checkbox"/> Reg. 90 - Side or Rear Fence Setback			16	1/2
<input type="checkbox"/> Reg. 91 - Side or Rear Fence Length/Height			17	1/2
<input type="checkbox"/> Reg. 92 - Fence within 9m of an Intersection			18	2
<input type="checkbox"/> Reg. 94 - Daylight to Habitable Room Windows (HRW)			19	1
<input type="checkbox"/> Reg. 95 - Solar Access to North Facing HRW within 3m of boundary			20	1
<input type="checkbox"/> Reg. 96 - Overshadowing of Recreational Private Open Space (POS)			21	1
OTHER				
<input type="checkbox"/> Reg. 130 - Building over Easement	N/A	N/A	22	2
<input type="checkbox"/> Reg. 87 - Siting of Shed/Garage /Carport on Vacant Land	N/A	N/A	23	3
<input type="checkbox"/> Reg. 97 - Height of Mast, Chimney, Pipe, Pole, Etc.			24	1
<input type="checkbox"/> Reg. 109 - Projections Beyond Street Boundary			25	2
<input type="checkbox"/> Reg. 134 - Buildings Above or Below Certain Public Facilities			N/A	2
<input type="checkbox"/> Reg. 153 - Land Liable to Flooding	N/A	N/A	26	2
<input type="checkbox"/> Reg. 154 - Building on Designated Land or Works	N/A	N/A	27	2

Notes:

1. Adjoining owners' comments required (if Council requests on your behalf - allow additional 14 days)
2. Application may require referral to an internal/external department - allow additional 14 days
3. Requires a Planning or Building Permit to be issued for the construction of a dwelling. Please check with Council's Planning Department to determine if a shed on vacant land is allowed under the Planning Scheme prior to submitting an application.

Step 1 Complete Section 1 and make two copies (one if on a corner allotment)
 Step 2 Provide to adjoining property owners facing the same street; inc. copy of plans highlighting the applicable issue.
 Step 3 Allow 14 days for the adjoining owner to respond (Section 2)
 Step 4 Attach completed forms to application

Date: _____

TO THE ADJOINING OWNER (Section 1)

An application is being submitted to Council for a siting variation under the Building Regulations. As an adjoining owner, please complete the back of this form and return it to:

Name: _____ Phone: _____
 Address: _____

Colac Otway Shire Building Department
 PO Box 283 Colac VIC 3250, or alternatively to your local office located in Colac or Apollo Bay

Please initial each page of plans and return comments within 14 days to the person indicated above. If you have any queries in relation to the siting variation requested, please contact the above.

REPORT & CONSENT VARIATION

Property Address: _____

Proposed Works: _____

Reg.	<input checked="" type="checkbox"/>	Proposed Variation	Regulation Requirement
73	<input type="checkbox"/>	Proposed maximum front setback is: _____	Maximum front setback by regulation is: _____
74	<input type="checkbox"/>	Proposed minimum front/side setback is: _____	Minimum front setback by regulation is: _____
75	<input type="checkbox"/>	Proposed maximum building height is: _____	Maximum building height by regulation is: _____
79	<input type="checkbox"/>	Proposed setback from the title boundary is: _____ The height of the wall which affects you is: _____	Setback by regulation is: _____
80	<input type="checkbox"/>	Proposed average wall height is: _____ Total length of wall on the boundary is: _____	Average wall height by regulations is: <u>3.2m</u> Maximum allowed length by regulation is: _____
81	<input type="checkbox"/>	Adjoining habitable room windows have: _____	clear to the sky in lieu of the required: <u>1.0m</u>
82	<input type="checkbox"/>	Proposed setback from title boundary: _____ The height of wall which affects you is: _____	Setback by regulation is: _____
83	<input type="checkbox"/>	Overshading of recreational open space onto the adjoining property	
84	<input type="checkbox"/>	Overlooking onto the secluded private open space and/or windows of the adjoining property from: _____	(<i>windows/balcony/decking/verandah</i>)
85	<input type="checkbox"/>	Proposed habitable room windows have: _____	Clear to the sky in lieu of the required: <u>1.0m</u>
87	<input type="checkbox"/>	Class 10a building to be sited on land without another class of building	
90	<input type="checkbox"/>	Proposed fence height: _____ Proposed setback of fence is: _____	Fence height by regulation is: _____
91	<input type="checkbox"/>	Proposed total length of fence is: _____	Total length of fence by regulation is: _____
94	<input type="checkbox"/>	Proposed fence to provide: _____ room window in lieu of the required 1m clear to the sky	clear to the sky over the adjoining habitable
95	<input type="checkbox"/>	Proposed setback from south title boundary: _____ The height of wall which affects you is: _____	Setback by regulation is: _____

Note: The plans provided with this request are for your use only and are not to be distributed to other parties without permission from the owner of the subject property.

