



South Gippsland
Shire Council

Report & Consent Application – Protection of the Public

Use this form to apply to vary Building Regulation 116 from the Building Regulations 2018.

Application fee: \$311.80.

Applicant Details: ☐ Owner ☐ Agent ☐ Draftsperson ☐ Building Surveyor

Name:

Address:

Town: Post Code: Phone number:

Email:

Property Details:

Lot: Plan Number: Volume: Folio:

Address:

Town: Post Code:

Building Permit Application Reference: **Building Surveyor:**

Tick	Reg	Reporting Matter
	116 (4)	Protection of the Public

Description of proposed work and variations being requested, including applicable Minister's Guidelines:

Example:

Description of proposed work and variations being requested, including applicable Minister's Guidelines:

As construction work will occur along the site boundary, we request 4 metre wide x 30 metre long construction work zone – refer to attached site plan. A 2 metre high temporary fence would be provided around the construction work zone, along with pedestrian/traffic movement precautions – refer to attached plan. Appropriate tree management procedures will also be in place – see attached plan.

IMPORTANT – Council collects this information in accordance with its statutory requirements. If any requested information is missing your application will not be assessed. We will only assess what you apply for - so if a second application is needed, e.g. for further variations, then a further processing fee will apply. All correspondence and decision outcomes will be sent via e-mail, unless otherwise requested.



South Gippsland
Shire Council

Credit Card Payments:

☐ Visa ☐ MasterCard Card No: Expiry Date:.....
Cardholder name:

Mandatory field

☐ I hereby declare that the information provided is true and correct. I also understand that any unlawful dishonesty may result in the refusal of this application.

☐ I give South Gippsland Shire Council permission to debit my card of the appropriate application fee, using the information provided

How to apply:

Please provide the following information to support your application:

An application for Report and Consent with respect to the Building Regulations siting requirements must contain the following:

- ☐ A completed application form.
- ☐ Current Copy of Title, including the title diagram and any covenants, caveats or Section 173 agreements
Available online: www.landata.vic.gov.au
- ☐ One set of site plans showing property boundaries, existing structures, side view with dimensions, and aerial view with dimensions, pedestrian/traffic management precautions, and any temporary fencing heights.
- ☐ Building Permit application form (from your Building Surveyor, if available)
- ☐ A written submission which clearly outlines the nature of the request and demonstrates compliance with the objectives of the Ministers Decision guidelines. See below for the website link:
http://www.vba.vic.gov.au/_data/assets/pdf_file/0006/18789/Ministers-Guidelines-MG-12.pdf
- ☐ Application fee of \$311.80 (non-refundable). Payments via cheque and in-office can only be accepted with hard copy submissions. Completed and signed neighbour response declaration forms, if applicable.

Payment Options



In Person

Please present this form with payment and supporting documents to the Council Offices at
9 Smith Street, Leongatha Vic 3953
**Cash, cheque, credit card, and eftpos available*



By Mail

Please post this form with payment and supporting documents to
South Gippsland Shire Council,
Private Bag 4, Leongatha Vic 3953
** Cheques or money orders – cheque payable to South Gippsland Shire Council*

South Gippsland Shire Council
9 Smith Street (Private Bag 4)
Leongatha Vic 3953
Telephone: 03 5662 9200
Facsimile: 03 5662 3754
Email: council@southgippsland.vic.gov.au
Website: southgippsland.vic.gov.au



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Application Considerations

Section 188A of the *Building Act* 1993 requires that Council must refuse consent to a design which does not comply with Ministerial Decision Guidelines which apply to a particular regulation. Applicants will need to be fully aware of these guidelines and demonstrate that the proposal satisfies the relevant guidelines with respect to the particular regulation to avoid an automatic refusal.

Advertising

Section 188A of the Building Act 1993 provides that, if in the opinion of the reporting authority (Council) the application will result in a nearby allotment or property suffering detriment, it must give the owner of the allotment/property an opportunity to make a submission if they have any objections. The preferred method for gaining submissions from adjoining owners is for the applicant to submit neighbour response declaration forms at the time of application. Where ownership details are un-known Council will undertake any required advertising. Alternatively, if the applicant does not wish to obtain and submit the adjoining owner's submissions as part of their application, Council will independently undertake the advertising.

Correspondence

Where possible, all communication and application outcomes will be sent via e-mail. By providing your e-mail address you agree that a hard copy of the approval/refusal will not be sent via Australia Post in the mail.