**(SITING MATTERS)**

Updated 1 July 2023

**To MUNICIPAL BUILDING SURVEYOR, CITY OF BOROONDARA BR&C Ref. No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Re: (Subject Address**) **Number** .............. **Lot** ......…… **Street/Road** ……..........……………......…..…...................................

**Suburb**………………..………..………….…….................. **Melway Ref** ......….........................

###### Details of Building:- Proposed Building 🞎 Building Under Construction 🞎 Existing Building\* 🞎

**Description of Variation** ..……………………………………………………………………………………………….…..….…..

**Reasons for Council Consent Sought (Attach a separate letter if required)** **🞎** **Variation** **🞎** **Extension of Time** ………………………………………….………………………………………………………..…………………………….…………………

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**I, Relevant Building Surveyor 🞎, Owner 🞎, Agent of Owner** **🞎** ……………………..........................................….....…

**(Please tick appropriate box above) (Applicant’s name)**

**Postal Address**...…………………………...........................................................................….……………..………………….……..…

**Telephone** ................................…….........**Mobile**....………...……….……………........**Email**...…...…......…………….......…….....….

I/We hereby give a copy of a building permit application or building design to Council/apply for consent in accordance with Schedule 2 of the *Building Act 1993* for the following matters under Schedule 4, Part 5 of the Building Regulations 2018:

**Signed :**………….…………… **on behalf of the owner :** ….……….……………………..……....…. **Date:** …………………..

(Applicant’s Signature) (Owner’s Name, if not same as the applicant)

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| **Tick** | **Reg** | Reporting Matter(Fees = $170.00 for each Regulation) **(Advertising Fees $182.00 for up to 2 adjoining properties and $81.00 for each subsequent property if applicable)** |
|  | 73(2) | Setback from a street boundary not complying with Reg. 73 (More than 1/3 the depth of the site) |
|  | 74(4) | Setback from a street boundary not complying with Reg. 74 (Front Setback) |
|  | 75(4) | Building height not complying with Reg. 75 (Greater than 9m or 10m if on a sloping site) |
|  | 76(4) | Site coverage not complying with Reg. 76 (Exceeding 60% or 50% if in the Planning Scheme) |
|  | 77(3) | Impermeable surfaces covering more than 80% of an allotment area (Permeable area being less than 20%) |
|  | 78(6) | Car parking spaces not complying with Reg. 78 (Not having minimum 2 Car parking spaces) |
|  | 79(6) | Side or rear boundary setbacks not complying with Reg. 79 (excessive height with reduced setback) |
|  | 80(6) | Walls or carports not complying with Reg. 80 (Exceeding length & average height of 3.2m on boundary) |
|  | 81(6) | Building setbacks not complying with Reg. 81 (Reduced daylight to existing habitable room window) |
|  | 82(5) | Building setbacks not complying with Reg. 82 (Reduced solar access to adjoining North facing window) |
|  | 83(3) | Building design not complying with Reg. 83 (Overshadowing of adjoining Secluded Private Open Space) |
|  | 84(9) | Window or raised open space not complying with Reg. 84 (Overlooking) |
|  | 85(3) | Building design not complying with Reg. 85 (Reduced daylight to new habitable room window) |
|  | 86(3) | Private Open Space not complying with Reg. 86 (Being less than 80m2 or 20% of site area) |
|  | 87(2) | Siting of appurtenant Class 10 buildings (Locating a Class 10a build. being a shed or barn on a vacant site) |
|  | 89(3) | Front fence height not complying with Reg. 89 (Exceeding 1.5m within 3m of the boundary) |
|  | 90(2) | Fence setback on side or rear boundary not complying with Reg. 90 (Height exceeding 2m) |
|  | 91(5) | Length or height of side or rear boundary fence not complying with Reg. 91 |
|  | 92(2) | A fence within 9 metres of an intersection (Corner allotment fence exceeding 1m in height) |
|  | 94(6) | Fence setback not complying with Reg. 94 (Reduced Daylight to existing habitable room window) |
|  | 95(3) | Fence setback not complying with Reg. 95 (Reduced solar access to adjoining existing window) |
|  | 96(3) | Fence design not complying with Reg. 96 (Overshadowing of Secluded Private Open Space) |
|  | 97(2) | Masts, poles not complying with Reg. 97 (Exceeds 8m in height or 3m when attached to a building) |

**Total Amount Paid=** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Documents required for  Council Report and Consent (Dispensation) Assessment Application  **(Part 5, Siting - Building Regulations)** | Borooondara logo_vertical.jpg |

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| * **Application Fees For Minor Variation**   Application Fees - $170.00 for each Regulation being considered.  Advertising Fees - $182.00 for up to 2 adjoining properties and $81.00 for each subsequent property.  **Payment - An invoice will be sent once the application has been lodged.** |
| * **Completed application form**   Ensure the form is fully completed (signed and dated) |
| * **Reason/Justification for application**   An application for dispensation/ ’Report and Consent’ should be accompanied by a written summary explaining how the application satisfies the ‘Ministers Guidelines’ and the ‘Neighbourhood Character Study’ if applicable.  (Contact Council’s Building Department for a copy of the relevant Ministers Guidelines and Neighbourhood Character Study ) |
| * **1 Set of Architectural drawings**   Drawings should be of a scale not less than a 1:100 including where applicable floor plans and elevations. Where necessary the applicant may be asked to provide a schedule of finishes.In some circumstances it may be necessary to provide details to clarify certain issues (ie: eaves detail, footing details, etc….) |
| * **Site Analysis**   It may be necessary to detail the adjoining property building locations, including setbacks from front and side boundaries and where relevant the locations of Habitable Room Windows, Private Open Space and Recreational Private Open Space. Overshadowing diagrams may be required depending on the type of work proposed and the proximity to the side and / or rear boundary. In some cases setbacks or heights of buildings on nearby allotments may be required to justify the application including 3 either side and across the road from the subject site.   * **Site Plan**   Showing all boundaries and setbacks, easements, existing building(s), proposed works and a North point. |
| * **Signed Plans and Comments from affected adjoining owners on Council’s form**   Where necessary Council may require the applicant to provide comments and signed plans from the effected neighbours agreeing or disagreeing with the proposed application.  (Please use Council’s ‘*Adjoining Owner Comment’* Forms) |

**Note:** The above information is a guide only. Additional information may be required to be submitted in order for a complete assessment to be undertaken depending on the nature, size and / or complexity of the building work. In some cases a Town Planning Permit may also be required for the proposal. It is the responsibility of the applicant/owner to find out whether a Town Planning Permit is required when making the Dispensation application

