

APPLICATION FOR REPORT AND CONSENT BUILDING OVER EASEMENTS

BUILDING REGULATIONS 2018 REGULATION 130



APPLICANT DETAILS

First Name Surname

Company

Postal address

Phone Email

PROPERTY ADDRESS:

Unit no. Street no. Street

Suburb Postcode

APPLICATION CHECKLIST

(these documents / information must be submitted as part of the Report and Consent application).

1. A current copy of the Certificate of Title and Plan of Subdivision (within the last 90 days) together with supporting evidence that the easement is vested in Council.
2. Provide a cover letter from the applicant or the Relevant Building Surveyor detailing the proposed building/s to be constructed over the easement.
3. Two copies of architectural drawings that are highlighted, coloured and notated showing the proposed building/s to be constructed over the easement, inclusive of a site plan layout, floor plan layout, elevations, etc. that are dimensioned and scaled to specify and dimension the width, extent and type of easement vested in Council.

Please note: Council may only give consent in relation to an easement vested in Council. If an easement is vested in multiple parties separate consent is required from each party. It may also be necessary to obtain the consent of other beneficiaries to the easement.

LODGEMENT AND PAYMENT

Applications can be lodged in the following ways:

Email

building@melbourne.vic.gov.au

In person

Melbourne Town Hall
Administration Building,
120 Swanston Street, Melbourne.
Business hours, Monday to Friday
Closed public holiday

Mail

Planning and Building
City of Melbourne
GPO BOX 1603
Melbourne VIC 3001

A confirmation email with payment details will be sent once your application is lodged. Payment can then be made online, over the phone, in person or by mail. Please refer to the schedule of fees for an indication of the amount payable melbourne.vic.gov.au/planningbuildingfees

Fees are non-refundable and applications are processed once payment is received in full.

COLLECTION STATEMENT

The City of Melbourne is committed to protecting your privacy. The personal information requested on this form is being collected by the City of Melbourne for the purpose of assessing your application as set out in the *Building Act 1993* and Building Regulations 2018, to correspond with you about this application and any other directly related purpose. The information you provide will be made available to relevant officers within Council and other government agencies directly involved in the building process, and to persons accessing information in accordance with the *Public Records Act 1973*, *Building Act 1993* or the *Freedom of Information Act 1982*.

The information you provide will also be made available to notify affected parties if necessary. This may be a notice onsite, in a notice online and/or by post.

It will not be disclosed to any other external party, without your consent, unless required or authorised by law. If the information is not collected we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to the City of Melbourne please contact Planning and Building by phone 03 9658 9658 or email enquiries@melbourne.vic.gov.au.

APPLICANT DECLARATION

By signing this application, I declare that the information provided is true and correct. A building permit has not been issued for any work that relates to this application. I acknowledge that all fees are non-refundable.

Name

Date

Signature