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| Building Services-RGB.JPGABN 42 686 389 537PO BOX 151, KYNETON VIC 3444T 03 5422 0333 – F 03 5422 3623mrsc@mrsc.vic.gov.au – www.mrsc.vic.gov.au |

Application for Report and Consent of Council 2024/25

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| Property address:  |       |
| Description of proposed work:  |       |

Applicant details

Building Surveyor [ ]

Owner [ ]

Agent of Owner [ ]

|  |  |
| --- | --- |
|  Name: |       |
|  Postal address: |       | Email: |       |
|  Telephone: |       | Mobile: |       |
|  Signed: |       | Date: |       |
|  |  |  |  |
| **Regulation** | **Matter for which report and consent is being sought** |
| 73 (2) | Maximum street setback | [ ]  $448.30 |
| 74 (4) | Minimum street setbacks | [ ]  $448.30 |
| 74A (3) | Building setback for small second dwellings | [ ]  $448.30 |
| 75 (4) | Building height | [ ]  $448.30 |
| 76 (4) | Site coverage | [ ]  $448.30 |
| 77 (3) | Permeability | [ ]  $448.30 |
| 78 (6) | Car parking | [ ]  $448.30 |
| 79 (6) | Side and rear setbacks | [ ]  $448.30 |
| 80 (6) | Walls and carports on boundaries | [ ]  $448.30 |
| 81 (6) | Daylight to existing habitable room windows | [ ]  $448.30 |
| 82 (5) | Solar access to existing north-facing habitable room windows | [ ]  $448.30 |
| 83 (3) | Overshadowing of recreational private open space | [ ]  $448.30 |
| 84 (9) | Overlooking | [ ]  $448.30 |
| 85 (3) | Daylight to habitable room windows | [ ]  $448.30 |
| 86 (3) | Private open space | [ ]  $448.30 |
| 86A (2) | Private open space for small second dwellings | [ ]  $448.30 |
| 86B (2) | Accessibility for small second dwellings | [ ]  $448.30 |
| 87 (2) | Siting of Class 10a buildings | [ ]  $448.30 |
| 89 (3) | Front fence height | [ ]  $448.30 |
| 90 (2) | Fence setbacks from side and rear boundaries | [ ]  $448.30 |
| 91 (5) | Fences on or within 150mm of side or rear boundaries | [ ]  $448.30 |
| 92 (2) | Fences on intersecting street alignments | [ ]  $448.30 |
| 94 (6) | Fences and daylight to habitable room windows in existing dwelling | [ ]  $448.30 |
| 95 (3) | Fences and solar access to existing north-facing habitable room windows | [ ]  $448.30 |
| 96 (3) | Fences and overshadowing of recreational private open space | [ ]  $448.30 |
| 97 (2) | Masts, poles, etc. | [ ]  $448.30 |
| 109 (1)(2)(3) | Projections beyond the street alignment | [ ]  $320.25 |
| 134 (2) | Buildings above or below certain public facilities | [ ]  $320.25 |
| Note that a fee is payable for each regulation that is applied for.Complete the **Application Checklist** on Page 2 before submitting your application. | **Total due:** | $      |

**Application Checklist**

The following documents/information **MUST** be submitted as part of the report and consent application. Where insufficient information has been provided, a request for further information may be sought (failure to provide further information may result in refusal of the application).

|  |  |
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| [ ]  | Copy of title |
| [ ]  | Plan of subdivision or title plan |
| [ ]  | Any encumbrances registered on the title (covenants, section 173 agreements, etc.) |
| [ ]  | Cover letter to support the application which includes the following: |
|  | [ ]  | An explanation of the **reason** the variation is being sought |
|  | [ ]  | Clear identification of each **non-compliance** in relation to the prescribed requirement |
|  | [ ]  | An assessment of how the proposal satisfies the applicable siting requirements of the **Minister’s Guideline MG-12** |
| [ ]  | Architectural drawings that are highlighted, coloured and notated showing the extent of each non-compliance, including the following: |
|  | [ ]  | Site plan which shows all boundaries, setbacks, easements, existing buildings, proposed works and north point (including the location of buildings and habitable room windows on adjoining allotments if applicable) |
|  | [ ]  | Floor plan |
|  | [ ]  | Labelled elevations with all relevant heights dimensioned to **natural ground level**  |
|  | [ ]  | Shadow diagrams if applicable (i.e. regulation 83) |

**Advertising**

When assessing an application for report and consent relating to Part 5 of the Building Regulations 2018, if Council is of the opinion that the application may result in an adjoining allotment suffering detriment, we must give the owner of the adjoining allotment an opportunity to make a submission in respect of the possible detriment.

**Design Considerations**

Council must refuse to give its consent to an application which does not comply with the **Minister’s Guideline MG-12**. The applicant should be fully aware of the **Minister’s Guideline MG-12** to avoid refusal of consent. Where the applicant provides no comment on the **Minister’s Guideline MG-12** or does not justify why a variation is appropriate in accordance with the **Minister’s Guideline MG-12**,the application will be refused.

A copy of the **Minister’s Guideline MG-12** is available at [vba.vic.gov.au](https://www.vba.vic.gov.au)

**Assessment Timeframe**

The estimated time frame for assessment of a report and consent application is 15 business days, excluding any period in which Council are waiting for further information from the applicant and any period in which an application is advertised to an affected property owner.

**Payment Options**

Payment of the total application fee may be made via one of the following methods. Please note that once the application has been assessed a refund will **not** be considered.

* **In person**: present this form and payment (cash cheque/money order, EFTPOS or credit card) at one of our service centres.
* **Over the phone:** call us on (03) 5422 0333.

**Privacy**

Macedon Ranges Shire Council will only collect information from you with your knowledge and consent. Council will use personal information provided by you for the purposes for which it was collected. Personal information you provide to Council is protected by the Privacy and Data Protection Act 2014. Council will not disclose your personal information to a third party unless required by law.