To Wyndham City Council (Delegate Municipal Building Surveyor)

**I, the** 🞏 Owner 🞏 Agent of Owner

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ownership Details: (only if agent of owner listed above)**

Owner of Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Owners Phone No: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Propose to construct:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed use of the building:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Private or Commercial use?**\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Contrary to regulation/s (please tick)** | | 🞏 | Reg. 84 - Overlooking |
| --- | --- | --- | --- |
| 🞏 | Reg. 73 – Maximum Street Setback | 🞏 | Reg. 85 - Daylight to habitable room windows |
| 🞏 | Reg. 74– Minimum Street Setback | 🞏 | Reg. 86 – Private open space |
| 🞏 | Reg. 75 – Maximum building height | 🞏 | Reg. 87 – Siting of Class 10a buildings |
| 🞏 | Reg. 76 – Site Coverage | 🞏 | Reg. 89 – Front fence height |
| 🞏 | Reg. 77 – Permeability | 🞏 | Reg. 90 – Fence side & rear setbacks |
| 🞏 | Reg. 78 – Car Parking | 🞏 | Reg. 91 – Fences within 150mm side or rear boundary |
| 🞏 | Reg. 79 – Side & rear setback | 🞏 | Reg. 92 - Fences on intersecting street alignments |
| 🞏 | Reg. 80 – Walls & carports on boundary | 🞏 | Reg. 94 – Fences and daylight to windows in existing dwelling |
| 🞏 | Reg. 81 – Daylight to existing habitable room windows | 🞏 | Reg. 95 – Fences and solar access to existing  north-facing habitable room windows |
| 🞏 | Reg. 82 - Solar access to existing north facing windows | 🞏 | Reg. 96 – Fences overshadowing recreational  private open space |
| 🞏 | Reg. 83 - Overshadowing of  recreational private open space | 🞏 | Reg. 97 – Masts, Poles etc |
| 🞏 | Other |

**At, (Subject Property)**

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_

If Council seeks the views of the relevant neighbours, do you agree to plans being forwarded to them? Yes  No

**SIGNATURE OF APPLICANT/OWNER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# OFFICE USE ONLY: 31400.4115

# Fee Payable: $290.00 Receipt No:……………………………………………………….. Date: …………………………..……………

# Each subsequent consent sought on the same application

Fee Payable: $290.00 Total Amount Paid:………………………………………………………………………………………………

| **CHECKLIST** | |
| --- | --- |
| 🞏 | **Completed Application Form**  Form must be fully completed, with applicant, subject site and consent details as well as being signed and dated by the applicant |
| 🞏 | **Copy of title, approved plan of subdivision and any covenants or restrictions (if applicable)**  For any enquiries re copy of title, contact Land Titles Office, 570 Bourke Street, Melbourne. Phone: 8636 2010 or website: [www.landata.vic.gov.au](http://www.landata.vic.gov.au) |
| 🞏 | **Site Plan & Architectural Drawings**  Drawings should include a site plan, which features all boundaries and setbacks, easements, proposed works and a north point. Architectural drawings are to include floor plans, elevations and any other relevant information (shadow diagrams, overlooking diagrams, etc) to support the application. In some cases, further clarification of submitted drawings may be required so that the assessment can be completed. |
| 🞏 | **Reason/ Justification for Application**  An application for report & consent must be accompanied by a written summary explaining how the application satisfies the Minister’s Guidelines  **Note: The application will be refused if it does not comply with the Minister’s Guidelines**  Please refer to the following link to obtain a copy of the Minister’s Guidelines. **http://www.vba.vic.gov.au/\_\_data/assets/pdf\_file/0006/18789/Ministers-Guidelines-MG12.pdf** |

| **FURTHER INFORMATION** |
| --- |
| **Application Fees (All fees are non-refundable and must be paid when submitting the application)**  $290.00 for report and consent for a single regulation,  $290.00 for each additional regulation on the same application.  **Neighbours Comments:**  Comments may be required from adjoining and/or nearby owners regarding the proposal. The applicant/owner may seek the comments from the nearby owners. Should the applicant/ owner obtain comments and signed plans from the nearby owners, these are to be provided as part of the application. Alternatively, comments will be sought by Council.  **Application may be refused if the information is not provided**  Should the additional information, documentation and/ or amendments to the application, as requested by the reporting authority, not be supplied within 3 months of the date of the request, the application may be refused.  **Privacy Notification:**  The personal information requested on this form is being collected by Council in accordance with the Building Act 1993. Your information will be stored in Council’s Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, visit Council’s Privacy Policy at <https://www.wyndham.vic.gov.au/privacy-policy> |

 Credit Card Payment Form

TO: Wyndham City Council – Building Services

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAYMENT FOR**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

□BANKCARD □ MASTERCARD □ VISA

**CARD NO**□□□□ □□□□ □□□□ □□□□

EXPIRY DATE: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

CARD HOLDER’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMOUNT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
I declare that the information supplied is true and correct

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YOUR PHONE NO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDRESS FOR CORRESPONDENCE:**The Municipal Building Surveyor,

Wyndham City, PO Box 197,

WERRIBEE 3030  
[mail@wyndham.vic.gov.au](mailto:mail@wyndham.vic.gov.au)

Phone: (03) 9742 0777  
Fax: (03) 9742 6355