



Application for Council Comments in Relation to an Existing Building/Structure

Applicant's Details

Applicant/Owner's Name _____

Applicant/Owner's Address: _____

Applicant/Owner's Phone No: _____ Fax: _____

Email: _____

Property Details

Address of Property: _____

Registered Owner of Property: _____

Owners Phone No: _____

Has a **Building Notice or Order been** served on the property?

I wish to make an application for Council Comments regarding the following matter:-

My reasons for applying for Council Comments in relation to the existing building works are: *(Note: Sufficient reasons must be provided for this application to be considered)*

Documentation to be submitted: (In some cases additional information may be required)

1. Copy of title, Titles Office approved plan of subdivision and copy of covenant (if applicable)
2. copies of site and architectural plans
3. A copy of the developers approval and endorsed plans where applicable.

Note: Comments will be required from adjoining and/or nearby neighbours regarding the proposal.

The applicant/owner may obtain the comments and a copy of signed plans from the neighbours or alternatively will be obtained by Council.

If Council seeks the views of the relevant neighbours, do you agree to plans being forwarded to them?

SIGNATURE OF

APPLICANT/OWNER: _____ **Date:** _____

Address for Correspondence: The Municipal Building Surveyor, Wyndham City, P O Box 197, WERRIBEE 3030
mail@wyndham.vic.gov.au

OFFICE USE ONLY: 31400.4115

Fee Payable \$650.00 Receipt No: _____ Date: _____

Each Subsequent Consent Sought On the Same Application

Fee Payable: \$650.00 Total Amount Paid: _____

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CHECKLIST	
<input type="checkbox"/>	<p>Completed Application Form Form must be fully completed, with applicant, subject site and council comments details as well as being signed and dated by the applicant.</p>
<input type="checkbox"/>	<p>Copy of title, approved plan of subdivision and any covenants or restrictions. 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</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Reason/ Justification for Application <i>Sufficient reasons must be provided for this application to be considered.</i></p>

FURTHER INFORMATION
<p>Application Fees (All fees are non-refundable and must be paid when submitting the application) \$650.00 for council comments for a single regulation, \$650.00 for each additional regulation on the same application.</p> <p>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.</p> <p>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.</p> <p>Privacy Notification: The personal information requested on this form is being collected by Council in accordance with the Building Act 1993. The personal information will be used by Council for the primary purpose or directly related purposes. The applicant understands that the personal information provided will be used for this application and that they may apply to Council for access and/or amendment of the information.</p>

Credit Card Payment Form - Building Services Only

TO: Wyndham City Council – Building Services

From

Email

I declare that the information supplied is true and correct

Date

Your contact phone number

Payment for

TYPE OF CARD

Mastercard

Visa

Card account number

Expiry date

Full name as it appears on credit card

Full address of card holder

Amount being paid

Receipt required

Yes

No