

Report & Consent Siting Variation (Rescode)

Div. 2, 3 & 4 of Part 5 & 6 of the Building Regulations 2018 (Revised 14.12.2023)

The application fee is \$474.10 per Regulation. Please note this fee is non-refundable.



Fee schedule valid until 30 June 2027 Please return to dispensations@casey.vic.gov.au

Applicant's Details

RELEVANT BLDING SURVEYOR OWNER AGENT OF OWNER (TICK AS APPROPRIATE)

NAME: _____ COMPANY: _____

ADDRESS: _____

SUBURB: _____ POSTCODE: _____

TELEPHONE (BH): _____ MOBILE: _____

EMAIL: _____

Property Details

Same as above (Tick as appropriate)

NO:	LOT:	LP/PS:
STREET / ROAD:		
SUBURB:		POSTCODE:

Description of proposed works: New Building Works Existing Building Works (Comments in Lieu of Consent)

PROPOSED WORKS

Tick appropriate Building Regulation/s - Application fee \$474.10 per regulation

<input type="checkbox"/>	BR 73 - MAXIMUM FRONT STREET BOUNDARY SETBACK	<input type="checkbox"/>	*BR 82 - SOLAR ACCESS TO EXISTING NORTH FACING HABITABLE ROOM WINDOWS	<input type="checkbox"/>	BR 90 - FENCE SETBACKS FROM SIDE AND REAR BOUNDARIES
<input type="checkbox"/>	BR 74 - MINIMUM FRONT STREET BOUNDARY SETBACK	<input type="checkbox"/>	BR 83 - OVERSHADOWING OF RECREATIONAL PRIVATE OPEN SPACE	<input type="checkbox"/>	BR 91 - FENCES ON OR WITHIN 150MM OF SIDE AND REAR BOUNDARIES
<input type="checkbox"/>	BR 74A - BUILDING SETBACK FOR SMALL SECOND DWELLINGS	<input type="checkbox"/>	BR 84 - OVERLOOKING	<input type="checkbox"/>	BR 92 - FENCES ON INTERSECTING STREET ALIGNMENTS
<input type="checkbox"/>	BR 75 - BUILDING HEIGHT	<input type="checkbox"/>	BR 85 - DAYLIGHT TO HABITABLE ROOM WINDOWS	<input type="checkbox"/>	BR 94 - FENCES AND DAYLIGHT TO HABITABLE ROOM WINDOWS IN EXISTING DWELLINGS
<input type="checkbox"/>	BR 76 - SITE COVERAGE	<input type="checkbox"/>	BR 86 - PRIVATE OPEN SPACE	<input type="checkbox"/>	BR 95 - FENCES AND SOLAR ACCESS TO EXISTING NORTH-FACING HABITABLE ROOM WINDOWS
<input type="checkbox"/>	BR 77 - PERMEABILITY	<input type="checkbox"/>	BR 86A - PRIVATE OPEN SPACE FOR SMALL SECOND DWELLINGS	<input type="checkbox"/>	BR 96 - FENCES AND OVERSHADOWING OF RECREATIONAL PRIVATE OPEN SPACE
<input type="checkbox"/>	BR 78 - CAR PARKING	<input type="checkbox"/>	BR 86B - ACCESSIBILITY FOR SMALL SECOND DWELLINGS	<input type="checkbox"/>	BR 97 - MASTS, POLES ETC.
<input type="checkbox"/>	BR 79 - SIDE AND REAR SETBACKS	<input type="checkbox"/>	BR 87 - SITING OF CLASS 10A BUILDINGS	<input type="checkbox"/>	BR 109 - REPORT AND CONSENT FOR PROJECTIONS BEYOND THE STREET ALIGNMENT
<input type="checkbox"/>	BR 80 - WALLS AND CARPORTS ON BOUNDARIES	<input type="checkbox"/>	BR 89 - FRONT FENCE HEIGHT	<input type="checkbox"/>	BR 134 - BUILDINGS ABOVE OR BELOW CERTAIN PUBLIC FACILITIES
<input type="checkbox"/>	BR 81 - DAYLIGHT TO EXISTING HABITABLE ROOM WINDOWS				



Declaration

I hereby submit a copy of a building design to Council for consent in accordance with Schedule 2 of the Building Act 1993 for the following matters under Regulation 30 Schedule 5 Part 2 of the Building Regulations 2018

SIGNED:

DATE:

Privacy Statement

Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014* and used for the specified purpose. You can access your personal information by contacting Council's Privacy Officer on 9705 5200.

Payment Method

CREDIT CARD (SEE ATTACHED FORM)

CHEQUE ENCLOSED

Receipt #: _____

Document Checklist – tick all attached documents

- Application Form** – City of Casey Report & Consent – Siting Variation application form
- Application Fee of \$474.10 per regulation** - fees are non-refundable and are valid until 30 June 2027
- One (1) set of properly prepared plans** – clearly demonstrate the proposal in terms of appearance and construction including:
 - Full dimensions drawn to scale
 - Plans and Elevations
 - Location of adjoining properties, including front & side setbacks, window locations and other important information
 - *** Reg 82 only** – provide shadow diagrams for 21 June, in plan and section, for each hour in the phase 9:00am to 3:00pm.
Note: Sections are to illustrate overshadowing by the proposal as well as a structure which complies with Reg 82, for each impacted window.
- Design Brief** which outlines the reasons for seeking special consideration. Ensure the design brief is clear and legible. Include design considerations for non-compliance and it must address the Ministerial Guideline. See Minister's Guideline: Siting and Design of Single Dwellings - [Minister's Guideline \(MG-12\): Siting and Design of Single Dwellings](#).
- Adjoining/Nearby Property Owners Comments Form** - potentially detrimentally affected nearby properties need to be consulted and shall be required, in conjunction with completing the above-mentioned comments form, a signed copy of the plans accompanying the application. (This will, in most cases, be limited to immediately adjoining neighbours but, particularly for matters affecting streetscape or building height, may necessitate approaches to other properties which may be detrimentally affected.) Furthermore, in cases where the adjoining affected property owner/s cannot be contacted or do not respond to the comments form, a Statutory Declaration is to be provided to confirm this. The date that the comments form and associated documents were handed/forwarded to the owner/s should also be included in the Statutory Declaration
- A full copy of title for the property – produced within 30 days** from the date of submission to Council (to include a full copy of the registered plan of subdivision, any associated Covenants, 173 Agreements, MCP's, building envelopes etc.)
NOTE: An application cannot be made on a parent title.

Please Note: Complete applications can be emailed to: dispensations@casey.vic.gov.au
Incomplete Applications will be returned to the Applicant



Appeals

An owner has rights of appeal to the [Building Appeals Board](#) (ph. 1300 421 082) within 30 days with respect to any:

- Requirement of a reporting authority to give more information or amend a permit application (s138 of the Building Act 1993)
- The determination or exercise of discretion
- Failure within a reasonable time to make a determination or exercise that discretion (s144 of the Building Act 1993)

Applications

Whilst the application can be lodged by the owner, builder, architect/draftsperson or any properly authorised agent of the owner, it is strongly recommended that the application be made either by or in close consultation with the Relevant Building Surveyor.

The Council is acting in the role of a prescribed reporting authority when assessing these applications and can only address the application to the extent set out in the request. It does not replace or supplement for the Relevant Building Surveyor in determining the overall compliance with Part 5 of the Regulations. An incomplete compliance assessment prior to lodgment of this application may lead to multiple consent and report applications being required and/or flawed decisions which may compromise consents issued and corresponding delays in the ultimate permit processes.

Decision Time Frame

Pursuant to Regulation 34 of the Building Regulations 2018 the time after receipt of a complete application for Report and Consent to a matter is 15 business days.

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014*. All personal information collected by the City of Casey will only be used for the purpose outlined within our Privacy Policy. Council's Privacy Policy is available from our website www.casey.vic.gov.au and all Council Customer Service Centers. For further information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website www.casey.vic.gov.au or by calling on 9705 5200.

Contact the City of Casey

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren Vic 3805
NRS: 133 677 (for the deaf, hearing and speech impaired)

Customer Service Centres:

Cranbourne: Cranbourne Park Shopping Centre
Narre Warren: Bunjil Place, Patrick Northeast Drive
ABN: 43 320 25 742

