

APPLICATION FOR REPORT AND CONSENT FLOOD PRONE AREAS

REGULATION 153 - BUILDING REGULATIONS 2018



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APPLICATION INFORMATION

Use this form to apply for a Report and Consent for buildings in an area liable to flooding pursuant to Regulation 153(3) of the Building Regulations 2018.

Submit this form and supporting documents by post to **P.O BOX 91 Preston VIC 3027** or via email to building@darebin.vic.gov.au

APPLICANT DETAILS

First Name:		Surname:	
Company Name:			
Postal Address:			
Telephone:		Mobile:	
Email:			

PROPERTY DETAILS

Unit No.:		Street No.:		Street Name:	
Suburb:			Postcode:		

OWNER DETAILS

First Name:		Surname:	
Company Name:			
Postal Address:			
Telephone:		Mobile:	
Email:			

RELEVANT BUILDING SURVEYOR DETAILS

First Name:		Surname:	
Company Name:			
Postal Address:			
Telephone:		Mobile:	
Email:			

DESCRIPTION OF BUILDING WORK

Provide details of the proposed building work (i.e. New Building / Alterations or Additions to Existing Building)

Property Information Certificate

Has a Property Information Certificate been issued within the last twelve months indicating that the property is in an area liable to flooding?

Yes

No

APPLICATION FOR REPORT AND CONSENT – FLOOD PRONE AREAS

SUPPORTING DOCUMENTATION CHECKLIST

The following supporting information and documents must be submitted with your application.

Incomplete submissions may not be lodged or may result in delays in the assessment of the proposal.

- ☐ 1. Completed and signed **Application Form**
- ☐ 2. Current copy of the **Title and Title Plan** (issued within 90 days) and inclusive of any covenants or agreements listed on the title search.
- ☐ 3. **Architectural Drawings** (site plan, floor plans, elevations, and sections) of the proposal. Plans must be drawn to scale and show, as required:
 - a) the subject site and the adjoining allotments.
 - b) the proposed buildings with annotated finished floor levels (FFLs) to Australian Height Datum (AHD).
- ☐ 4. **Survey Plan** of the allotment showing the levels to Australian Height Datum (AHD).
- ☐ 5. **Melbourne Water Flood Information Certificate** (issued within 90 days) Property Flood Information Certificates can be obtained at the Melbourne Water website. ([Property Flood Level Information MW](#))
- ☐ 6. **Endorsed Planning Permit Plans**- If applicable.

SCHEDULE OF FEES

Application Fees

Lodgement Fee	\$338.66
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IMPORTANT INFORMATION

Application Process

An incomplete application or an application without the required fee will not be registered as received by Council and will be returned to the applicant. Further information may be requested after initial assessment of the application. Lack of information is likely to result in delays.

Failure to provide the additional requested information will result in cancellation of the application.

Council will make all endeavours to process an application within ten working days.

Referral to Floodplain Management Authority

Council is required to consult with the floodplain management authority. If an application requires a referral to Melbourne Water or Council's Integrated Water Management Unit, please allow an additional ten days for processing of the application.

Refunds

Council will only refund fees for a report and consent application where a determination has not been issued. If you wish to withdraw an application, you must make a writing request prior to a decision of the application being made.

Council will provide you with a refund after the following amounts have been deducted:

- A \$165 administration fee for the cancellation of the application.
- An amount calculated at the rate of \$90.00 per hour or part thereof for time spent on the application.
- Any external expenses incurred in processing the application, including external consultants' fees and any other statutory fees.

Privacy Collection Statement

Council is committed to protecting an individual's right to privacy as part of its commitment towards accountability, integrity and compliance with privacy legislation.

You can view our Building Services Privacy Statement under the 'Building Services' tab at <https://www.darebin.vic.gov.au/Privacy-Statement> or ask us for a copy.

APPLICANT DECLARATION

☐ I declare that I have provided the documents required for an application for a report and consent in accordance with Schedule 2 of the Building Act 1993, and that the information contained within is true and correct.

Applicant Signature:

Date:

Applicant Name:



Contact Us

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- ✉ building@darebin.vic.gov.au
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