

2025 APPLICATION FOR COUNCIL REPORT AND CONSENT

Effective 1st July 2026 – 30th June 2026

To: Building Control Services
Hume City Council
P O Box 119 Dallas 3047

Phone: 9205 2200

For Online Applications go to www.hume.vic.gov.au Online Services - eHume

Please Do Not Send Applications for Report & Consent via E-Mail

Reference Number:	(For internal use only)
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PART A – PROPERTY DETAILS

The applicant must provide accurate details of the property relevant to the application

Number	Lot	Street/ Road	
City/Suburb/Town		Postcode	LP/PS
Volume	Folio	Crown Allotment	Section

PART B - APPLICANT DETAILS

Name:			
Address:	Postcode		
Phone:	Mobile:	Fax:	
Email:			

PART C –REPORT & CONSENT APPLICATION (please tick)

1 Building Regulations – Part 5 Siting Modifications	2 Part 6 Projections beyond street alignment
3 Regulation 132 Septic Tank related applications.	4 Build on Flood prone or designated land
5 Build a Class 10 building on vacant land	6 S57 for siting a Prescribed Temporary Structure
7 Building over an easement vested in Council	8 Regulation 116 Protection of the Public

PART D – REGULATION TO BE MODIFIED (please tick)

73 Maximum Street Setback	84 Overlooking
74 Minimum Street Setback	85 Daylight to habitable room windows
75 Building Height	86 Private open space
76 Site Coverage	89 Front fence height
77 Permeability	90 Fence setbacks form side and rear boudaries
78 Car parking	91 Fences on or within 150mm of side or rear boundaries
79 Side & Rear Setbacks	92 Fences on street alignments
80 Walls and Carports on boundaries	94 Fences and daylight to windows in existing dwelling
81 Daylight to existing habitable room windows	95 Fences and solar access to existing north-facing habitable room windows
82 Solar access to existing north-facing windows	96 Fences and overshadowing of recreational private open space
83 Overshadowing of recereational private open space	97 Mast Poles etc

Notes:

- Please do not lodge this application with Council unless it is accompanied by the fees applicable to the application. Applications not accompanied by application fees will not be considered. By Post, Over the Counter or Online via eHume - Not By E-mail.**
- This form should be used for one application only. If you wish to make additional applications please complete a separate application form.**

Details of Application	
	<i>*Please provide written description of how the proposed building work does not comply with the regulation/s.</i>

PART E – SUPPORTING DOCUMENTATION

All applications must be accompanied by the following information:

Application No. 1, 2 & 5	1. Current certificate of title, plan of subdivision and any covenant details 2. Two Full sets of drawings with Developers Approval Endorsement 3. Affected adjoining property owners written consent (<i>Use Council Form – P24 Form 5</i>) 4. Statement in support of application addressing the relevant Minister's Guidelines /MG12 (for copy of Minister's Guidelines please visit www.vba.vic.gov.au)
Application No. 3, 4, 6 & 8	1. Current certificate of title, plan of subdivision and any covenant details 2. Two Full sets of drawings 3. Application 8 - requires Risk Management Plan addressing Pedestrian and Traffic Safety
Application No. 7	1. Current certificate of title, plan of subdivision and any covenant details (Not more than 1 month old) 2. Two Full sets of design drawings and site plans – Architectural and Structural. 3. Other Reporting Authority consent in writing – Water, Sewer, Gas, Electricity, Telecom etc.

Note: If affected Adjoining Property Owners Written Consent is not supplied with the application and you wish Council to write to the affected adjoining property owners on your behalf, you will be charged an additional fee of \$85.00.

PART F – FEES

Items 1, 2, 3, 4, 5 – R36(3)	\$329.60 per regulation
Item 8 R116 Protection of the Public	\$334.50
Item 6 (S57)	\$907.00 inc GST
Item 7 Regulation 130(1) Application fee	\$670.00
Section 173 legal agreement fee (<i>Applicable Where Consent is Granted</i>)	\$975.00 inc GST
Affected Adjoining Owners Consultation	\$90.00 inc GST

In making this application I understand that the fees and charges associated with this application must be paid upon application and that I am responsible to pay any additional fees incurred by Council and that no refunds will be available once the application has been formally lodged.

APPLICANT'S SIGNATURE:..... **DATE:**...../...../20.....

Office Use Only

Application Fee:	Date Paid	Receipt number

IMPORTANT INFORMATION

The siting and design of Single Dwellings and associated outbuildings is regulated by the Building Regulations. Some housing estates in Hume City also have siting and design Rules or Building Envelopes that are unique to the allotments in the particular estate. Where this is the case the Building Regulations may be overridden by the unique siting and design rules or building envelopes.

If in any particular case there is a conflict between the regulations and unique siting and design rules or building envelopes advice should be sought from Hume City Council Building Control Services department, telephone 9205 2200. Copies of the Building Act 1993 and the Building Regulations 2018 can be accessed from the web site of the Victorian Government www.legislation.vic.gov.au

Council consent is required if a person wishes to site or design a Single Dwelling or any associated outbuilding in a manner that does not comply with the regulations. To apply for Council consent an application for Council Report & Consent must be lodged with the Council. Occasionally an application for a Planning Permit or approval will be necessary instead of an application for Council Council Report & Consent if this is a requirement of Planning legislation.

Council requires the applicant to supply adjoining owners comments in relation to an application at the time of lodgement. See *Affected Adjoining Owners Consent Form*.

This information is collected for the purposes of complying with the requirements of the Building Act 1993. Council will not disclose this information unless it is permitted to do so in accordance with the Act(s), or per the provisions of Council's Information Privacy and Health Records Policy. Failing to provide sufficient or necessary information may limit Council's ability to provide related service(s).

2025 AFFECTED ADJOINING OWNERS CONSENT FORM

Effective 1st July 2025 – 30th June 2026

Reference Number:	(For internal use only)
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PART A – PROPERTY DETAILS OF SITING MODIFICATION

The applicant must provide accurate details of the property relevant to the application

Number		Lot		Street/ Road			
City/Suburb/Town				Postcode		LP/PS	
Volume		Folio		Crown Allotment		Section	

PART B – REGULATION TO BE MODIFIED (please tick)

R73	Maximum Street Setback		R84	Overlooking	
R74	Minimum Street Setback		R85	Daylight to habitable room windows	
R75	Building Height		R86	Private open space	
R76	Site Coverage		R89	Front fence height	
R77	Permeability		R90	Fence setbacks from side & rear boundaries	
R78	Car parking		R91	Fences on or within 150mm of side or rear boundaries	
R79	Side & Rear Setbacks		R92	Fences on street alignments	
R80	Walls on boundaries		R94	Fences and daylight to windows in existing dwelling	
R81	Daylight to existing habitable room windows		R95	Fences and solar access to existing north-facing habitable room windows	
R82	Solar access to existing north-facing windows		R96	Fences and overshadowing of recreational private open space	
R83	Overshadowing of recreational private open space		R97	Mast Poles etc	
	Unique Estate Design Rules			Other	

PART C – DESCRIPTION OF PROPOSED SITING MODIFICATION

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PART D – DETAILS OF AFFECTED ADJOINING PROPERTY OWNER

Name:					
Address:					Postcode:
Phone:		Mobile:		Fax:	
Email:					

PART E – DETAILS OF AFFECTED ADJOINING PROPERTY

Number		Lot		Street/ Road			
City/Suburb/Town				Postcode		LP/PS	
Volume		Folio		Crown Allotment		Section	

PART F - CONSENT OR DISAGREEMENT

If you agree with or give your consent to the proposal tick the “**Yes**” box below and proceed to **Part G**

If you disagree with and do not give your consent to the proposal tick the “**No**” box below.

☐ **Yes** ☐ **No** (tick the applicable box)

If you ticked “**No**” sign in **Part F1** below.

If you ticked “**No**” you will also be required to provide a written submission in support of your disagreement with the proposal. Your submission should address and respond to the criteria set out in the Ministers Guideline **MG-12 - Siting and Design of Single Dwellings**.

The guideline is available from the Victorian Building Authority website www.vba.vic.gov.au

Part F1 – I/we disagree and do not give consent to the proposal

Signature of Owner/s		Date:	
Signature of Owner/s		Date:	

If you ticked “**Yes**” proceed to **Part G** – Declaration of Consent and sign **Part G1** below.

PART G – DECLARATION OF CONSENT

In signing this declaration of consent I/we agree to the following terms and conditions;

- i. I/we being the undersigned are the owner/s of the affected adjoining property referred to in Part E of this form.
- ii. I/we have viewed the plans and design documents referable to this proposal.
- iii. I/we fully understand the nature of this proposed siting regulation modification and the consequences arising out of Council’s granting approval of same.
- iv. I/we have no reservations in relation to Council granting approval to this proposed siting regulation modification.
- v. I/we have not been subject to any undue coercion and freely provide our agreement and consent to Council’s granting approval to the proposed siting modification.

Part G1 – I/we agree/consent to the proposal

Signature of Owner/s		Date:	
Signature of Owner/s		Date:	
Name of Independent Witness			
Signature of Independent witness		Date:	

Note: **All Owners** of affected adjoining land must sign the relevant parts of this document

This information is collected for the purposes of complying with the requirements of the Building Act 1993. Council will not disclose this information unless it is permitted to do so in accordance with the Act(s), or per the provisions of Council’s Information Privacy and Health Records Policy. Failing to provide sufficient or necessary information may limit Council’s ability to provide related service(s).

REPORT & CONSENT APPLICATION CHECKLIST

- ☐ **Completed Application Form.**
- ☐ Prescribed Fee (to be paid when making application).
- ☐ **Current, clear** copy of the **Certificate of Title** (maximum 90 days old) including **Plan of Subdivision**.
- ☐ **Written approval** and **endorsed plan/s** from the Relevant Building Surveyor advising they are satisfied with the proposed precautions to be taken out for Protection of the Public in accordance with Regulation 116.
- ☐ A **written statement** indicating the scope of works and **methodology** being undertaken to the building/land and the duration of protection works in days/weeks/months.
- ☐ Submit scaled drawings of the **proposed building works** and construction/demolition **procedures** and **methodology** (minimum A3 size), as applicable.
- ☐ Two (2) copies of a metric scaled drawing in accordance with regulation R25 of the Building Regulation 2018, the matters to be shown on a site/allotment plan are:
 - The **boundaries** and **dimensions** of the allotment and the **distance** to the nearest intersecting street;
 - **Street names**, direction of traffic flow and **north point**;
 - **Extent** of proposed building works and location of protection works measures – showing **remaining** minimum clear pedestrian access width of 1.5m in CBD area;
 - Footpath/roadway **width** measured from the kerb and extent of occupation area required;
 - Temporary road/footpath **crossings**, including location of **temporary kerb ramps** to comply with AS1428 if pedestrians are directed to use other footpath;
 - Location of all street features (signs, poles, traffic lights, litter bins, bus & tram stops, telephone & letter boxes, etc), trees, fire hydrants, parking signs, site access, etc. and the **clearance width to the hoarded area**.
- ☐ Two (2) copies of metric scaled drawings, including elevations and sections of **proposed public protection measures** showing:
 - **type, height** and for solid hoarding include colour; (white or yellow only)
 - **construction** and **fixing details** and **footing system** of **hoardings/barriers** extending across the footpath, site and road reserve;
 - location and type of **pedestrian signage, amber** and **night lights**;
 - access and egress points to the site;
 - (where applicable) **scaffolding** details including width and height specifying that it will be encapsulated with heavy duty shade cloth fabric.
- ☐ **Structural** drawings and **computations** together with a Certificate of Compliance – Design from a registered Civil Engineer for the proposed **gantry/walk-through scaffold**. Specify maximum loading weight limits for gantries, impact loads caused by vehicles are to be considered (where applicable);
- ☐ **Traffic management plan (TMP)** including all relevant signage details with pictures to be prepared by a registered company or traffic engineer in compliance with the road Management Act 2004. TMP must be obtained when diverting pedestrians onto or across a road;
- ☐ **Other authority approvals:** VicRoads – Memorandum of Authorisation (**MOA**); Country fire Authority (**CFA**) when obstructing the access to fire services, Australia Post, Public Transport Victoria.

IMPORTANT: Street/Footpath Occupation Permit Required

The applicant is advised that before **protection works/hoardings** are erected over the road reserve, a **Street/Footpath Occupation Permit** must first be obtained.

ALL BOXES SHOULD BE CHECKED. If all relevant documents are not submitted your application may be refused and you may have to re-apply.