

Application for report and consent of Council

Protection of the public
Building Act 1993, Section 116



Merri-bek
City Council

Note A Public Space Occupation/Hoarding Permit will also be required before works begin for the erection of any precautions over the street alignment. An additional application form (available at www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/Other-construction-permits/) and fee are required in order to obtain this permit. An application for a Public Space Occupation/Hoarding Permit must have regard to Council's General Local Law 2018, copies of which can be obtained via our website.

Property details

Street address	
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Builder details

Given name		Family name	
Company (optional)			
Email		Phone	
Postal address			
Registration number			

Owner details

same as applicant details (tick if applicable)

Given name		Family name	
Company (optional)			
Email		Phone	
Postal address			

Relevant Building Surveyor

Given name		Family name	
Email		Phone	
Registration number			

Proposed work



If you have any questions about Regulation 116 of the *Building Act 1993*, ask the Relevant Building Surveyor.

Describe the proposed development

Number of storeys

Percentage of site to be built on

Submission checklist



An incomplete application or an application without the required fee will not be accepted by Council. If Council asks you for more information and do not provide this within the prescribed period, Council may refuse your application.



Your application must include the following:

- A completed application form.
- The prescribed application fee; visit www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/building-permits/ for a schedule of fees or to lodge online.
- Architectural drawings showing site plans, elevations, sections, dimensions and details of the building work being undertaken. The plans must show the location and construction of all precautions over the street alignment and should include the following:
 - An allotment plan at a suitable scale between 1:500 and 1:100. This should show distance to the nearest corner if the property is at or near an intersection.
 - The position and dimensions of the proposed building and its relationship to the boundaries of the allotment, together with the location of all obstructions and facilities within the road reserve, eg hydrants, bus shelters, power poles, post boxes, street signs, phone boxes etc.
 - North point, site address and intended use of the building.
 - The position, construction and height of any hoarding including fixing details and area of road reserve to be occupied along with the width of footpath to be maintained for pedestrian access during construction.
- A current copy of title (less than three months old).
- A construction management plan detailing the various stages of the work and precautions you will provide to protect the public, as determined by the Relevant Building Surveyor.
- Letter from the Relevant Building Surveyor stating that they have approved the precautions beyond the street alignment in accordance with Regulation 116
- A traffic management plan, including details of any road closures.
- A copy of a current certificate of public liability insurance associated with the proposed works for at least \$20 million.

The following are not mandatory, but may help us process your application faster:

- Recent photographs of the building facade(s), facing the street(s).
- A full copy of the planning permit and endorsed plans; plans should clearly indicate the extent of proposed demolition works.

Signature and declaration

I hereby state that I have read the Victorian Building Authority Practice Note 2014-58 *Protection of the Public during building work*, and that this application for report and consent of Council to erect precautions over the street alignment complies with Practice Note 2014-58.

Signature
of builder

Name

Date

Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	National Relay Service:		
عربي	Arabic	9280 1913	पंजाबी	Nepali	9280 0751	13 36 77 or relayservice.com.au		

For information & lodgement

-  Online visit www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/building-permits/ for more information and to lodge your application online.
-  Phone Merri-bek City Council on 9240 1111 for assistance and information.
-  Mail your application and payment to Merri-bek City Council, Locked Bag 10, Brunswick, Vic 3056.
-  Visit the Merri-bek Civic Centre at 90 Bell Street, Coburg, Vic 3058.

Privacy notice

Merri-bek City Council is committed to protecting your privacy in accordance with the *Privacy and Data Protection Act 2014 (Vic)*. The personal information requested on this form is being collected by Merri-bek City Council to consider and determine the application pursuant to the *Building Act 1993* and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). The personal information may also be used by Council for related purposes. The information may be shared with the Victorian Building Authority for the purposes of managing building data and/or collection of levies. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided, your application may not be accepted or may be refused. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on 9240 1111 or e-mail at Privacyofficer@merri-bek.vic.gov.au.

PLEASE NOTE: Information associated with this application might be provided electronically and unless otherwise stated, Council takes the completion of this form as consent to use electronic communication. Further Council may use your electronic details for other Council communication.