



Application for Report and Consent of Council

2025/26

Property address: _____

Description of proposed work: _____

Applicant details

Building Surveyor ☐

Owner ☐

Agent of Owner ☐

Name: _____

Postal address: _____ Email: _____

Telephone: _____ Mobile: _____

Signed: _____ Date: _____

Regulation	Matter for which report and consent is being sought	
73 (2)	Maximum street setback	<input type="checkbox"/> \$461.40
74 (4)	Minimum street setbacks	<input type="checkbox"/> \$461.40
74A (3)	Building setback for small second dwellings	<input type="checkbox"/> \$461.40
75 (4)	Building height	<input type="checkbox"/> \$461.40
76 (4)	Site coverage	<input type="checkbox"/> \$461.40
77 (3)	Permeability	<input type="checkbox"/> \$461.40
78 (6)	Car parking	<input type="checkbox"/> \$461.40
79 (6)	Side and rear setbacks	<input type="checkbox"/> \$461.40
80 (6)	Walls and carports on boundaries	<input type="checkbox"/> \$461.40
81 (6)	Daylight to existing habitable room windows	<input type="checkbox"/> \$461.40
82 (5)	Solar access to existing north-facing habitable room windows	<input type="checkbox"/> \$461.40
83 (3)	Overshadowing of recreational private open space	<input type="checkbox"/> \$461.40
84 (9)	Overlooking	<input type="checkbox"/> \$461.40
85 (3)	Daylight to habitable room windows	<input type="checkbox"/> \$461.40
86 (3)	Private open space	<input type="checkbox"/> \$461.40
86A (2)	Private open space for small second dwellings	<input type="checkbox"/> \$461.40
86B (2)	Accessibility for small second dwellings	<input type="checkbox"/> \$461.40
87 (2)	Siting of Class 10a buildings	<input type="checkbox"/> \$461.40
89 (3)	Front fence height	<input type="checkbox"/> \$461.40
90 (2)	Fence setbacks from side and rear boundaries	<input type="checkbox"/> \$461.40
91 (5)	Fences on or within 150mm of side or rear boundaries	<input type="checkbox"/> \$461.40
92 (2)	Fences on intersecting street alignments	<input type="checkbox"/> \$461.40
94 (6)	Fences and daylight to habitable room windows in existing dwelling	<input type="checkbox"/> \$461.40
95 (3)	Fences and solar access to existing north-facing habitable room windows	<input type="checkbox"/> \$461.40
96 (3)	Fences and overshadowing of recreational private open space	<input type="checkbox"/> \$461.40
97 (2)	Masts, poles, etc.	<input type="checkbox"/> \$461.40
109 (1)(2)(3)	Projections beyond the street alignment	<input type="checkbox"/> \$329.60
134 (2)	Buildings above or below certain public facilities	<input type="checkbox"/> \$329.60

Note that a fee is payable for each regulation that is applied for.

Complete the **Application Checklist** on Page 2 before submitting your application.

**Total
due:** \$

Application Checklist

The following documents/information **MUST** be submitted as part of the report and consent application. Where insufficient information has been provided, a request for further information may be sought (failure to provide further information may result in refusal of the application).

- ☐ Copy of title
- ☐ Plan of subdivision or title plan
- ☐ Any encumbrances registered on the title (covenants, section 173 agreements, etc.)
- ☐ Cover letter to support the application which includes the following:
 - ☐ An explanation of the **reason** the variation is being sought
 - ☐ Clear identification of each **non-compliance** in relation to the prescribed requirement
 - ☐ An assessment of how the proposal satisfies the applicable siting requirements of the **Minister's Guideline MG-12**
- ☐ Architectural drawings that are highlighted, coloured and notated showing the extent of each non-compliance, including the following:
 - ☐ Site plan which shows all boundaries, setbacks, easements, existing buildings, proposed works and north point (including the location of buildings and habitable room windows on adjoining allotments if applicable)
 - ☐ Floor plan
 - ☐ Labelled elevations with all relevant heights dimensioned to **natural ground level**
 - ☐ Shadow diagrams if applicable (i.e. regulation 83)

Advertising

When assessing an application for report and consent relating to Part 5 of the Building Regulations 2018, if Council is of the opinion that the application may result in an adjoining allotment suffering detriment, we must give the owner of the adjoining allotment an opportunity to make a submission in respect of the possible detriment.

Design Considerations

Council must refuse to give its consent to an application which does not comply with the **Minister's Guideline MG-12**. The applicant should be fully aware of the **Minister's Guideline MG-12** to avoid refusal of consent. Where the applicant provides no comment on the **Minister's Guideline MG-12** or does not justify why a variation is appropriate in accordance with the **Minister's Guideline MG-12**, the application will be refused.

A copy of the **Minister's Guideline MG-12** is available at yba.vic.gov.au

Assessment Timeframe

The estimated time frame for assessment of a report and consent application is 15 business days, excluding any period in which Council are waiting for further information from the applicant and any period in which an application is advertised to an affected property owner.

Payment Options

Payment of the total application fee may be made via one of the following methods. Please note that once the application has been assessed a refund will **not** be considered.

- **In person:** present this form and payment (cash cheque/money order, EFTPOS or credit card) at one of our service centres.
- **Over the phone:** call us on (03) 5422 0333.

Privacy

Macedon Ranges Shire Council will only collect information from you with your knowledge and consent. Council will use personal information provided by you for the purposes for which it was collected. Personal information you provide to Council is protected by the Privacy and Data Protection Act 2014. Council will not disclose your personal information to a third party unless required by law.