

Documents required to be submitted to Council with an application for Report and Consent (Siting Dispensation)



Application Fees

\$217.50 per regulation being considered.

Completed application form

(Refer attached) Ensure the form is fully completed (signed and dated)

Reason/Justification for application

An application for dispensation/ 'Report and Consent' must be accompanied by a written submission explaining how the application satisfies the relevant 'Ministers Guidelines'. (Contact Council Building Department for a copy of the relevant Ministers Guidelines relating to the siting matter under consideration)

2 Sets of Architectural drawings

Drawings should be of a scale of not less than a 1:100, including where applicable floor plans and elevations. The aspect(s) of the design under consideration must be clearly highlighted with specific notations detailing the non-compliance(s). Where necessary the applicant may be asked to provide other information relevant to the matter(s) (eg schedule of finishes, eave widths, etc). The site plan must show all boundaries and setbacks, easements, existing building(s), proposed works and the North point.

Site Analysis

It may be necessary to detail the adjoining property locations, including setbacks from front and side boundaries and where relevant the locations of habitable room windows, private open space and recreational private open space. Overshadowing diagrams may be required depending on the type of work proposed and the proximity to the side and / or rear boundary. In some cases setbacks or heights of buildings on nearby allotments may be required to justify the application including properties across the road from the subject site.

Copy of Title and approved plan of Sub- division

In some cases a Town Planning permit will be required in lieu of Report and Consent (eg site areas less than 500 m²). It is the responsibility of the applicant/owner to ensure a Town Planning permit is not required prior to making an application for Council Report and Consent. Title to be no more than 90 days old.

Comments from affected adjoining and other property owners

Where necessary Council may require the applicant to provide comments and signed plans from adjoining property owner(s) who may suffer detriment as a result of the proposed departure from the regulatory requirement. *(Please utilise Council's 'Adjoining Owner Comment' form)*

Note: The above information is a guide only. Additional information may be required to be submitted in order for a complete assessment to be undertaken depending on the nature, size and / or complexity of the building work.

(Amended 1 July 2009)