



Office Use Only	
Date Received	
Application Fee	\$100 (pre-payments)
Receipt Number	
Inspection	1st / 2nd / 3rd
Responsible Officer	

## Application for Compliance Inspection prior to the Issue of a Statement of Compliance

### WHAT DO I NEED TO DO?

- Complete and sign the declaration and return it to [ballcity@ballarat.vic.gov.au](mailto:ballcity@ballarat.vic.gov.au) marked Attention: Statutory Planning – Subdivisions
- NOTE: All applicable questions MUST be answered by placing an X in the appropriate box.
- If your property has tenants you will need to arrange full access prior to an inspection being carried out with the inspector required to have access and enter all outside areas of the property. Inspectors will not view any areas over fences or by means of non-standard access such as ladders due to occupational health & safety requirements. Failure to provide full access will result in an automatic failure of the inspection with reinspection fees applicable
- Only applications with all other authority approvals and completed permit conditions will be considered for an inspection.

### WHAT WILL HAPPEN NEXT?

- Once your completed and signed declaration is received, you will be contacted via telephone to arrange a date and time for the inspection to be undertaken.
- Subject to demands on workload the inspection maybe up to two weeks from time of submitting your declaration. Please note that before an inspection can be undertaken the relevant Planning File will need to be sourced and inspected. In some cases this may take up to 48 hours as files will need to be obtained from Council's records storage facility. The Planner will not call you until the file has been obtained.

### INSPECTIONS

- Inspections are only undertaken on the day arranged by the planner.

### CANCELLATIONS

- Cancellations and/or changes to a booking time may be made up until 2.00pm the day before the inspection. If this does not occur a reinspection fee maybe required.
- If due to unforeseen circumstances your booking needs to be cancelled by Council, you will be offered an alternative date and time (Monday to Friday between 9.00 am and 4.00 pm). This is subject to staff availability and will incur no additional cost.

### AFTER THE COMPLIANCE INSPECTION

- When the inspection is passed the Planner will send notification to the Subdivisions Unit who will complete the Statement of Compliance process.
- Should the inspection fail a copy of the failed inspection report will be sent to the nominated person in the declaration via the provided email address.

### COMPLIANCE RE-INSPECTION

- Matters outlined in the report will need to be addressed before a reinspection can be arranged. This may require you to obtain new endorsed plans via an amendment process or provide any missing items.
- A REINSPECTION MUST BE ARRANGED BY CONTACTING THE PLANNER ON THE NUMBER PROVIDED ON THE FAILED INSPECTION REPORT
- Reinspection fees are applicable (\$100) effective 1/7/2015 and will be applied to any reinspection or reassessment that is requested or undertaken on or after 1/7/2015.
- At the time of arranging a reinspection/reassessment you will be provided with a reference number to enable you to pay the required fee online via Council's website.














# LANDSCAPING/COMPLIANCE INSPECTION REQUEST, CHECKLIST & DECLARATION

## DECLARATION PRIOR TO THE ISSUE OF A STATEMENT OF COMPLIANCE

<b>DATE:</b>	
<b>SUBJECT PROPERTY ADDRESS</b>	Please print
<b>PLANNING PERMIT NUMBER</b>	
<b>NAME OF PERSON REQUESTING INSPECTION (Please print):</b>	
<b>CONTACT TELEPHONE NUMBER</b>	
<b>E-MAIL ADDRESS</b>	

I request to waive the Section 173 Agreement on the planning permit as all conditions have been satisfied.

ALL RELEVANT CONDITIONS ON YOUR PERMIT MUST BE ANSWERED BY PLACING AN **X** IN THE APPLICABLE BOX

		YES	NO
	Do you have an up to date & approved stamped Landscaping Plan?		
	Are the type, size and location of plants correct & all plants alive and growing?		
	Have the correct number of plants have been installed in each area?		
	Are ground treatments as per the approved plans in all areas of the property? <ul style="list-style-type: none"> <li>▪ <b>Seeded Lawn areas must have evidence of germination</b></li> <li>▪ <b>Concrete, paver, mulch, gravel, etc are to be in accordance with approved plans.</b></li> </ul>		
	Are the correct size water tanks or other water retention system in correct place and connected for each unit or as required by permit condition?		
	Is there a six (6) cubic metre secure storage area externally accessible for each unit in the correct locations?		
	Are clothes lines provided and in the correct position as per approved plans?		
	Are letter boxes installed to the appropriate height (if there is one) and in the correct position within the property?		
	Have the crossovers, driveways and parking areas been completed in accordance with the approved plans?		
	Has the garage or carport been installed in accordance with the approved plans?		
	Have fences been installed in accordance with the approved plans and with the correct materials used if applicable?		
	Is the development consistent with the plans & approvals obtained?		
	<ul style="list-style-type: none"> <li>▪ <b>Access to the rear is required</b></li> <li>▪ <b>Someone will need to be present at the time of the inspection to enable this</b></li> <li>▪ <b>Failure to enable complete access will cause an automatic inspection failure</b></li> </ul>		

## INSPECTION

Name of person and contact who will be present at Inspection. (Please Print)

Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**NOTE: If you arrange an inspection and any of the above items that are applicable are not provided or in accordance with your endorsed plans the inspection will fail.**

**IF ANY OF THE ABOVE QUESTIONS ARE NOT ANSWERED AND THERE IS A CONDITION ON YOUR PERMIT RELATING TO THE QUESTION AN INSPECTION MAY NOT BE BOOKED.**

## Declaration

I declare that the above answers are correct and acknowledge that any irregularities detected during an inspection will result in the failure of the inspection with a fee of \$100 applicable for any further reinspections required thereafter.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: ..... / ..... / .....