

PART A: REPORT AND CONSENT APPLICATION

(BUILDING REGULATIONS 2018, PART 5)

Step 1. Please provide the property details

Street no.		Street name		
Suburb			Post code	
Lot no.		LP/PS		

Step 2. Are you the owner of the property?

Yes No (Please attach a completed agent authorisation form.)

Step 3. Please provide a brief description of the project:

Step 4. Applicant Details (All correspondence will be sent to Applicant)

Company				
Name				
Postal Address				
Mobile		Email		

Step 5. Property Owner Details

Company				
Name				
Postal Address				
Mobile		Email		

Step 6. Please provide details of the Relevant Building Surveyor (RBS)

RBS Name & Registration number			
Company name			
Postal Address			
Mobile		Email	

Step 7. Please complete the relevant Part B

Step 8. Ensure you have attached the following documents

- Fully completed Part A and the relevant Part B forms
- Agent authorisation form. (If required, see page 4)
- A copy of the title not more than 6 months old and in the current owner/s name/s
- A copy of the plan of subdivision and any restrictive covenants on the title. For example: Section 173 Agreements.
- 1 copy of the site plan per regulation. (Scale not less than 1:500)
- 1 copy of the architectural drawings per regulation e.g. floor plan and elevations. (Scale not less than 1:100)
- Fully completed adjoining owner comment forms and signed copies of the plans. (If required, see your relevant Part B.) **Note:** You must provide Council with evidence that you have given adjoining property owners the opportunity to comment on the proposed variations. If you are unable to directly contact the adjoining property owner, you can source their details via the [City of Ballarat website](#) for report and consent purposes.
You will need to provide evidence to Council that the plans and comment form have been served to the adjoining owner by registered post. This means providing copies of the documents served and tracking details to Council.

Step 9. Complete this declaration

- I confirm that a Building Permit has not been issued for any work that relates to this application.
- I confirm that building work has not commenced in relation to the building/structure.
- I confirm that the information contained within this application is true and correct.
- I understand that it is an offence to provide false or misleading information under Section 246 of the Building Act 1993.

Your signature		Date	
Your full name			

Step 10. Return this form and the required documents via one of the methods below

- Save and email this Word document to building@ballarat.vic.gov.au
We will e-mail you out a schedule of fees to pay online, or
- Print this form and bring it in to The Phoenix Building 25 Armstrong St Sth, Ballarat. You will be able to pay over the counter from 8.30am – 5pm Monday to Friday

Step 11. The 2023/24 payable fee is \$320.20 per regulation you are applying to vary

Office use only (PP/BPA) 2024/25

Receipt number	
Date received	

FAQs

1. Fees for report and consent applications are set by legislation and are not refundable regardless of the outcome of your application.
2. The current fee **per regulation** is \$320.20
3. The Relevant Building Surveyor (RBS), appointed to issue the building permit is the appropriate person to determine whether Report and Consent is required. Council suggests the plans be fully assessed by the RBS prior to making an application.
4. A Report and Consent application is subject to assessment in accordance with Section 188 of the Building Act 1993. Further information may be requested by Council to assist in making a decision regarding this application.
5. Council does not have the statutory power to issue a Report and Consent after a Building Permit has been issued for the building work and/or after the building work has commenced.
6. Minister Guidelines M/G 12 are available from the [VBA website](#) to assist in addressing Part B
7. The minimum response time for an application is 3 weeks.

Note: Your personal information is being collected by City of Ballarat for the purpose of your processing your Report and Consent application in accordance with the *Building Act 1993*. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council's Privacy Policy at www.ballarat.vic.gov.au

AUTHORISING SOMEONE TO ACT ON YOUR BEHALF

(AGENT AUTHORISATION UNDER SECTION 240 & 248 OF THE BUILDING ACT 1993)

Step 1. Which property do you want this authorisation to apply to?

Street no.		Street name		
Suburb			Post code	
Lot no.		LP/PS		

Step 2. Who are you authorising?

Company			
Name			
Postal Address			
Mobile		Email	

Step 3. In relation to the above property, what are you authorising this agent to do?

- Access archived building permit documents
- Act on my behalf for a Report and Consent application
- Act on my behalf in relation to any Building Notice or Building Order
- Act on my behalf for the purpose of making any application, appeal or referral under the Building Act
- To make representations and act on my behalf regarding an application to resolve illegal building works

Step 4. Please provide your details and signature

Your signature		Date	Click or tap to enter a date.
Your full name			
Postal Address			
Mobile		Email	