

# APPLICATION FOR REPORT AND CONSENT PUBLIC PRECAUTIONS

REGULATION 116 - BUILDING REGULATIONS 2018



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## APPLICATION INFORMATION

Use this form to apply for a Report and Consent to erect public precautions over the street alignment in association with building work under a building permit, when consent has been requested by your Relevant Building Surveyor pursuant to Regulation 116(4) of the Building Regulations 2018.

Submit this form and supporting documents by post to **P.O BOX 91 Preston VIC 3027** or via email to [building@darebin.vic.gov.au](mailto:building@darebin.vic.gov.au)

## APPLICANT DETAILS

First Name:	<input type="text"/>	Surname:	<input type="text"/>
Company Name:	<input type="text"/>		
Postal Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>
Email:	<input type="text"/>		

## PROPERTY DETAILS

Unit No.:	<input type="text"/>	Street No.:	<input type="text"/>	Street Name:	<input type="text"/>
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>		

## RELEVANT BUILDING SURVEYOR DETAILS

First Name:	<input type="text"/>	Surname:	<input type="text"/>
Company Name:	<input type="text"/>		
Postal Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>
Email:	<input type="text"/>		

## BUILDER / SITE SUPERVISOR DETAILS

First Name:	<input type="text"/>	Surname:	<input type="text"/>
Company Name:	<input type="text"/>		
Postal Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>
Email:	<input type="text"/>		

## DESCRIPTION OF BUILDING WORKS

Provide details of the proposed building work (i.e. Demolition / Excavation / Construction / Alterations)  
For a staged project please provide details for each stage through to the completion.

## APPLICATION FOR REPORT AND CONSENT - PUBLIC PRECAUTIONS

### DESCRIPTION OF PROPOSED PRECAUTIONS

Public Protection Devices	Location			
Temporary Fencing	<input type="checkbox"/>	Over the property boundaries <input type="checkbox"/>	Over a footpath <input type="checkbox"/>	Over a road <input type="checkbox"/>
Solid Hoarding	<input type="checkbox"/>	Over the property boundaries <input type="checkbox"/>	Over a footpath <input type="checkbox"/>	Over a road <input type="checkbox"/>
Scaffolding	<input type="checkbox"/>	Over the property boundaries <input type="checkbox"/>	Over a footpath <input type="checkbox"/>	Over a road <input type="checkbox"/>
Gantry / Covered Walkway	<input type="checkbox"/>	Over the property boundaries <input type="checkbox"/>	Over a footpath <input type="checkbox"/>	Over a road <input type="checkbox"/>

Other – Please describe:

### Traffic Management

Footpath Closure Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Road/Laneway Closure Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### DURATION OF PUBLIC PRECAUTIONS

Duration (in number of days) \*:

\*For a staged project, please provide a **Schedule of Works** with details of the duration for each stage.

Estimated Installation Date:

Estimated Removal Date:

### SUPPORTING DOCUMENTATION CHECKLIST

The following supporting information and documents must be submitted with your application.  
Incomplete submissions may not be lodged or may result in delays in the assessment of the proposal.

1. Completed and signed **Application Form**
2. **Written statement from the Relevant Building Surveyor** approving the proposed precautions. This must be accompanied by endorsed plans or referenced documents.
3. **Site Plan** layout showing:
  - a) the subject allotment and its immediate context in relation to the footpath, roads, street signs, street trees, street furniture, and adjoining allotments.
  - b) the location of the public protection devices (temporary fencing, hoardings, scaffolding, gantries, etc) in relation to the allotment's immediate context.
  - c) the access and pedestrian/ traffic routes around or through the public protection devices.
4. **Footpath and Road clearances layout** showing:
  - a) the minimum dimension (width/height) of the resulting pedestrian path clearance after public protection devices are installed over a footpath.
  - b) the minimum dimension (width) of the resulting road/laneway clearance after public protection devices are installed over a road.

**Note:** A minimum unobstructed width of 1.5 metres and unobstructed height of 2.7 metres applies for pedestrian paths, and a minimum unobstructed width of 3.0 metres applies for laneways and roads.
5. **Sectional Detail** showing:
  - a) details of the proposed public protection devices (temporary fencing, hoardings, scaffolding, gantry, etc). The sectional details must show the method of support and take into account the lateral stability of the structure.

**Note:** No part of any support or restraint is to project beyond the external face of the hoardings.
6. **Structural design documentation** for each public protection device, including, but not limited to: certificates of compliance – design from the structural engineer, product certifications or installation manuals, plans, and computations.
7. **Certificate of Insurance** with a public liability cover of a minimum \$10 million, relevant to the site for the entire duration of the works.
8. **Traffic Management Plan** or Traffic Guidance Scheme (TMP/TGS) prepared by a qualified and experienced traffic engineer consultant.  
A separate traffic guidance scheme must be provided for each setup where the normal pedestrian or traffic conditions of a footpath or road are altered by the installation of the proposed public precaution devices.
9. For a staged project, please provide a **Schedule of Works** with details of the setup, devices, and duration for each stage.

# APPLICATION FOR REPORT AND CONSENT - PUBLIC PRECAUTIONS

## SCHEDULE OF FEES

Application Fees		Occupation and Closure Fees							
Lodgement Fee	\$325.00	Occupation (daily rate)				Closure (daily rate)			
Extension of Time Request	\$154.10	Local Street		Main Street		Local Street		Main Street	
Inspection Fee*	\$123.30	Footpath	Road	Footpath	Road	Footpath	Road	Footpath	Road
* A minimum of two inspections (Installation and Removal) are required for each application or each stage of a project, plus a monthly inspection throughout the duration of the precautions.		\$77.00	\$205.50	\$269.70	\$308.30	\$102.80	\$308.30	\$359.60	\$462.40
		Parking Lane Occupation (monthly charge per parking space)							\$205.50

## Occupation and Closure Definitions

**Local Street:** Any road reserve in the municipality that is not a Main Street. **Main Street:** Declared Roads (VicRoads), Plenty Rd and High St.

**Footpath:** Part of the road reserve that is used for pedestrian movement, including pedestrians using a mobility aid.

**Road:** Part of the road reserve that is used for motorists and cyclists' movement. Includes laneways, made and unmade R.O.W. Includes public car parking spaces.

**Occupation:** Where devices are placed on or above a **footpath** but a continuous accessible clear path with a minimum width of 1.2 m and height of 2.7 m is retained; or where devices are placed on or above a **road** but a continuous accessible clear road with a minimum width of 3.0 m and a height of 5.0 m is retained.

**Closure:** Where devices are placed on or above a **footpath** requiring access to that footpath to be restricted because the occupation conditions (above) cannot be met; or where devices are placed on or above a **road** requiring access to that road to be restricted because the occupation conditions (above) cannot be met.

## IMPORTANT INFORMATION

### Application Process

An incomplete application or an application without the required fee will not be registered as received by Council and will be returned to the applicant. Further information may be requested after initial assessment of the application. Lack of information is likely to result in delays. Failure to provide the additional requested information will result in cancellation of the application. Council will make all endeavours to process an application within ten working days.

If an application requires a footpath or road closure, a referral to the Transport Engineering Unit is required. Please allow additional ten days for processing of the application.

### Refunds

Council will only refund fees for a report and consent application where a determination has not been issued. If you wish to withdraw an application, you must make a writing request prior to a decision of the application being made. Occupation and Closure fees are non-refundable.

Council will provide you with a refund after the following amounts have been deducted:

- A \$155 administration fee for the cancellation of the application.
- An amount calculated at the rate of \$85.00 per hour or part thereof for time spent on the application.
- Any external expenses incurred in processing the application, including external consultants' fees and any other statutory fees.

### Privacy Collection Statement

City of Darebin collects personal information via this form to process your application and for related purposes which the individual to whom the information relates may reasonably expect. Council will not release or provide access to personal information to any other person or body, unless (a) it has been authorised to do so by the person to whom the information relates, (b) it is permitted or required to do so by law, or (c) it is appropriate or required in the performance of the functions of Council.

## APPLICANT DECLARATION

I declare that I have provided the documents required for an application for a report and consent in accordance with Schedule 2 of the Building Act 1993, and that the information contained within is true and correct.

Applicant Signature:

Date:

Applicant Name: