

# APPLICATION FOR REPORT AND CONSENT PROTECTION OF THE PUBLIC

BUILDING REGULATIONS 2018, REGULATION 116



## 1. APPLICANT DETAILS

First name Surname

Company

Postal address

Phone Email

## 2. RELEVANT BUILDING SURVEYOR DETAILS

First Name Surname

Company

Postal address

Phone Email

## 3. PROPERTY ADDRESS

Unit no.	Street no.	Street	
Suburb			Postcode

## 4. DESCRIPTION OF BUILDING PROJECT/WORKS

Demolition	Construction	Alterations (external)
Excavation	Alterations (internal)	

Description of building project/works

## 5. DESCRIPTION OF PROPOSED PRECAUTIONS OVER THE STREET ALIGNMENT

Stage of building work	Description of Precautions	Duration of Public Precaution Occupation over Street Alignment (Days)
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## 6. APPLICATION CHECKLIST

(The following documents/information must be submitted as part of the report and consent application)

1. Completed and signed application form.
2. Provide a written statement from the Relevant Building Surveyor for the project approving the proposed protection of the public and the proposed precautions that are to be erected over the street alignment. This must be accompanied with endorsed plans that details the proposed precautions.
3. Provide **fully dimensioned plans** showing the following:
  - a. A site plan showing the subject allotment and the relationship between the footpath and the street, showing the location of adjoining properties, footpaths, roads, street signs, street trees and street furniture.
  - b. A plan showing the length, width and area (including splays and overruns) of the footpath/road that is to be occupied by the precautions and/or temporary protective structures.
  - c. A plan showing elevations and cross sections of any temporary protective structures that are to be provided, including the minimum unobstructed height and width for pedestrian and vehicle access.
  - d. **Note:** For staged building work and public precautions, the plans required above (item 3 a, b, & c) need to be provided separately for each stage.
4. Provide a methodology for demolition, construction and alterations, explaining the proposed project and the proposed corresponding public precautions to protect the public while demolition and building works are being carried out
5. Applications may be referred to Transport Engineering, City Infrastructure for review before a decision can be made on the traffic management requirements. You may be required to provide a TMP before referral. Following a preliminary assessment, you will be advised of this requirement.

*Where an application is referred to Transport Engineering, please allow an additional 10 business days from the referral date for further information to be provided by CoM.*

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### For Office Use Only

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#### CONSTRUCTION TRAFFIC IMPACT ASSESSMENT (CTIA)/CONSTRUCTION MANAGEMENT PLAN (CMP) CHECKLIST (Use this checklist to determine if a CTIA or a CMP is required)

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1. Is a CMP a condition of the project's planning permit?	Yes	No
2. Do the proposed works include bulk or basement excavations where the level of land will be altered to be lower than the surface level of the roadway or footpath (i.e. basement car parking or swimming pools)?	Yes	No
3. Do the proposed works include demolition activities that will require any use of public space or impact upon public safety?	Yes	No
4. Will the proposed works span for 4 weeks or more and required the occupation of public space?	Yes	No
5. Will the proposed works require an exclusion zone in a public space to undertake emergency works as directed by the Municipal Building Surveyor?	Yes	No
6. Any other triggers for a requirements to obtain a CMP or CTIA?	Yes	No

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**LODGEMENT AND PAYMENT**

Applications can be lodged in the following ways:

**✉ Email**[building@melbourne.vic.gov.au](mailto:building@melbourne.vic.gov.au)**↑ In person**

Melbourne Town Hall  
Administration Building,  
120 Swanston Street, Melbourne.  
Business hours, Monday to Friday  
Closed public holiday

**✉ Mail**

Planning and Building  
City of Melbourne  
GPO BOX 1603  
Melbourne VIC 3001

A confirmation email with payment details will be sent once your application is lodged. Payment can then be made online, over the phone, in person or by mail. Please refer to the schedule of fees for an indication of the amount payable [melbourne.vic.gov.au/planningbuildingfees](http://melbourne.vic.gov.au/planningbuildingfees)

Fees are non-refundable and applications are processed once payment is received in full.

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**COLLECTION STATEMENT**

The City of Melbourne is committed to protecting your privacy. The personal information requested on this form is being collected by the City of Melbourne for the purpose of assessing your application as set out in the *Building Act 1993* and Building Regulations 2018, to correspond with you about this application and any other directly related purpose. The information you provide will be made available to relevant officers within Council and other government agencies directly involved in the building process, and to persons accessing information in accordance with the *Public Records Act 1973*, *Building Act 1993* or the *Freedom of Information Act 1982*.

The information you provide will also be made available to notify affected parties if necessary. This may be a notice onsite, in a notice online and/or by post.

It will not be disclosed to any other external party, without your consent, unless required or authorised by law. If the information is not collected we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to the City of Melbourne please contact Planning and Building by phone 9658 9658 or email [enquiries@melbourne.vic.gov.au](mailto:enquiries@melbourne.vic.gov.au).

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**APPLICANT DECLARATION**

**By signing this application, I declare that the information provided is true and correct. A building permit has not been issued for any work that relates to this application. I acknowledge that all fees are non-refundable.**

Name

Date

Signature