



# Report and consent: Flood prone areas/designated land or works

## What you need to do



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Submit application

This form and supporting documents must be submitted via email or by mail.



### Receive your invoice

Once your application is processed you will receive an invoice within two working days.

## Read before starting

Below are some things people often miss when submitting their application. Making sure you include this information will prevent delays and save you time.

If a planning permit is required for the construction of the building and the relevant planning scheme regulates the level of the lowest floor of the building in relation to any flood level declared under the Water Act 1989 or otherwise determined by the floodplain management authority or the relevant council then this Report and Consent is NOT required to be sought from the Municipal Building Surveyor.

### Documents to be provided

In order for your application to be assessed, this form must be accompanied by:

- **one set of plans for the work** including a site plan and elevations and showing all finished floor levels and finished external surface levels. Note that levels to Australian Height Datum are required
- **a full copy of title** including a plan and a copy of any covenants or agreements listed on the title.

### How to apply

Submit this form and required supporting documentation:

- ✉ [helpbuilding@portphillip.vic.gov.au](mailto:helpbuilding@portphillip.vic.gov.au)
- ✉ Municipal Building Surveyor  
City of Port Phillip  
Private Bag 3  
St Kilda VIC 3182

### Further information

- ☎ 03 9209 6253
- 👉 [portphillip.vic.gov.au/planning-and-building](http://portphillip.vic.gov.au/planning-and-building)

## 1 Declaration

All the information in this application is true and correct.

I have provided all necessary supporting information and documents.

I am the:

Owner

Agent of owner

I wish to apply for a report and consent for the following:

Regulation 153(2) Building on designated land –  
Area liable to flooding.  
**Fee: \$331.80**

Regulation 154(1) Building on designated land –  
Designated land or works.  
**Fee: \$331.80**

## Privacy policy

Personal information required on this form is for the purposes of dealing with this request. It will be used solely by Council for this primary purpose or other directly related purposes. The applicant understands that the personal information provided is for the purposes of dealing with the request and he/she may apply to Council for access to and/or amendment of the information. Request for access and/or correction should be made to Council's Information Privacy Officer by calling ASSIST on 9209 6777.

**2 Applicant details - person who wants the report and consent**

First name Last name

Unit number Number Street name

Suburb / locality State Postcode

Best phone number to contact you on Email

**3 Owners details - if same as applicant, go to question 4**

First name Last name

Unit number Number Street name

Suburb / locality State Postcode

Best phone number to contact you on Email

**4 Property details**

Unit number Number Street name

Suburb / locality Postcode

**5 Relevant building surveyor details**

First name	Last name
Organisation	
Best phone number to contact you on	Email

Office use only

Application number

Date lodged

For further information or a large print version

- ☎ 03 9209 6253
- 🌐 [portphillip.vic.gov.au/planning-and-building](http://portphillip.vic.gov.au/planning-and-building)
- ✉ [helpbuilding@portphillip.vic.gov.au](mailto:helpbuilding@portphillip.vic.gov.au)