



# Report and consent: Building over easements

## 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 five 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. A full copy of current title (within last three months) including a plan and a copy of any covenants or agreements listed on the title.

### 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 floor plan, site plan, elevations and sectional detail inclusive of any consents from any other relevant authority obtained
- **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

### Application fee

You will receive an invoice for the application fee of \$294.70 once your application is assessed.

### Section 173 Agreement

If your application to Build over an Easement is approved, you will be required to enter into a Section 173 Agreement to be lodged on title regarding future access to the easement.

Please contact our office regarding the process and fees associated for the Section 173 creation.

### Further information

- ☎ 03 9209 6253
- 🌐 [portphillip.vic.gov.au/planning-and-building/get-building-and-construction-permits/report-and-consent](http://portphillip.vic.gov.au/planning-and-building/get-building-and-construction-permits/report-and-consent)

## 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 hereby give a copy of a building permit application or building design to Council, and apply for a report and consent in accordance with Schedule 2 of the Building Act 1993 and Schedule 5 of the Building Regulations 2018 for the following matter: Regulation 130(1) Building over an easement vested in Council Fee: \$294.70

## 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 Nature of works being constructed over easement**

- ② You must give full details of your construction work and attach the information to assess your application. Insufficient or unclear information will delay your application.

## Office use only

Application  
numberDate  
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)