

Request for Report & Consent to proposed Demolition (Section 29A Building Act 1993)

Please print clearly in black pen and read overleaf before completing.

Applicant	
Name:	
Company:	
Mailing address:	
Postcode	
Telephone:	Mobile:
Email:	
Land	
Address:	
Legal description (e.g. lot and plan no.):	
Proposal	
Brief description	
Attached information (Mandatory)	<input type="checkbox"/> A site plan that clearly marks structures to be demolished (mandatory) <input type="checkbox"/> A copy of the completed building permit application form <input type="checkbox"/> Photographs of building (including front & rear) & date taken (less than 2 months) <input type="checkbox"/> Certificate of Title (less than 12 months old)
Access Arrangements	Can shire officers safely and freely enter and inspect the property? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide contact details
Would the total demolition (proposed and any other demolition over the past 3 years) amount to more than 50% of the volume of the original building? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is any part of the building's street façade to be demolished? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Planning permit number (if applicable)	
Details of how to make this application <i>(see more notes overleaf)</i>	
Fee \$91.40	Please send the completed application with your cheque to Statutory Building at the mailing address below OR Payment may be made by credit card by telephoning 1300 850 600 or 5950 1060 and writing your receipt number onto your application form prior to submitting OR apply and pay Online on our Website.
Mail: Hand deliver: Email:	<ul style="list-style-type: none"> • Statutory Building, Mornington Peninsula Shire, Private Bag 1000, Rosebud 3939 • Any Shire office: 2 Queen St, Mornington; 90 Besgrove St, Rosebud; 21 Marine Parade, Hastings • mpsreportandconsents@mornpen.vic.gov.au
Signature:	Date:

Demolition works must not start before a Building Permit has been issued.

For Office Use Only	
Fee Received? \$91.40 Quick Code 046	<input type="checkbox"/> Yes – Receipt Number: <input type="checkbox"/> No
Information Privacy Declaration	
The Shire is committed to protecting your privacy. Any personal information you share will only be used to process your request. We will not give this information to any other individual unless required by law. You may access this information by contacting us on 1300 850 600.	

Private Bag 1000 Rosebud 3939 Ph 1300 850 600

Email mpsreportandconsents@mornpen.vic.gov.au Web site www.mornpen.vic.gov.au

Frequently Asked Questions

When is a Report and Consent under Section 29A required?

A Report and Consent under Section 29A is required if any of the following apply:

- If a planning permit for demolition is required under the *Planning and Environment Act 1987*, it must be approved before Council consent can be provided. To check if a planning permit is required contact Statutory Planning on (03) 5950 1010. If a planning permit for demolition is required and is not obtained before submitting this application, a refund will not be provided. A separate request for report and consent to the Executive Director, Heritage Victoria, is required for an application to demolish or alter a building that is on a register established under the *Heritage Act 1995*.
- Proposed demolition works, together with any other demolition completed or permitted within the period of 3 years immediately preceding the date of the application, would amount to the demolition of more than half the volume of the building as it existed at the date of the first building permit to be issued within that period.
- The demolition is of any part of the façade* of a building if that façade faces a street**.

*Façade means:

- (a) an external wall, including any verandah, balcony or balustrade or architectural feature attached to or forming part of an external wall; or
- (b) a part of a roof; or
- (c) a chimney—

that faces a street and at least part of which is visible from the street it faces.

**Street includes: road, highway, carriageway, square and court.

The demolition of a freestanding shed not constructed of masonry and less than 40m² in floor area is exempt from the need for a Report and Consent under Section 29A.

What information should be submitted with a request?

- The completed request form (as overleaf) including a concise description of the demolition proposal.
- A copy of an existing site plan with clear marking of the structures to be altered or removed (including any demolition, past and approved, during the previous 3 years).
- An attached cheque or receipt number for the fee of **\$91.40**. Pay by phone: 1300 850 600 or 5950 1060 or in person or at any Shire Office (listed overleaf).
- A copy of the full application for the associated building permit.
- Arrangements that have been made for a Council officer inspection (e.g. unlocking of gates, securing of dogs and notification of residents).
- A recent photograph including date taken.
- Incomplete applications will be refused. No refund will be provided.

How long will it take?

- Council will provide a response within 15 business days after the day the application is received along with payment and all documentation. Please note, the day the request is lodged is not included in the 15 business days.
- After this time, if a response has not been received, Council is deemed to have consented to the application, except where a planning permit is required for the demolition but has not been obtained. In that case, Council is deemed to have refused its consent (Schedule 2 of the *Building Act 1993*).

For how long is a Report and Consent valid?

Report and Consent remains valid for 12 months from the date of issue.

If you have other questions, phone the Building Team on 5950 1060.

Private Bag 1000 Rosebud 3939 Ph 1300 850 600

Email [mPRSreportandconsents@mornpen.vic.gov.au](mailto:mprsreportandconsents@mornpen.vic.gov.au) Web site www.mornpen.vic.gov.au