

APPLICATION - RESOLUTION OF ILLEGAL BUILDING WORKS (Domestic)

Property Details (include title details as and if applicable)

Street Number		Street					
Township/Locality						Postcode	
Lot/s/CA		LP/PS/Sec		Volume		Folio	
Parish		County			Municipal District		
Allotment Area		Private, Local / State / Commonwealth Govt owned land					

Ownership Details (form to be completed by owner/ or agent)

Are you owner		Yes		No (Please attach a completed agent authorisation form)			
Name							
Postal Address				Postcode			
Phone/mobile		Email					
Indicate if the applicant is a lessee or licensee of Crown land to which this application applies.				YES		NO	

Please provide a description of the illegal building works below

Have you attached the following Documents

- ☐ Copy of the Title and Subdivision Plan
- ☐ Copy of all restrictions on the Title, such as Section 173 Agreements or Covenants
- ☐ Copy of architectural drawings – site plan, floor plan, elevations (as applicable)
- ☐ Copy of engineering design documents (drawings and computations)
- ☐ Copy of compliance certificates issued by an engineer (design and inspection)
- ☐ Copy of Determinations/Modifications/Alternative Solutions (if applicable)
- ☐ Evidence of building approval for any future rectification works (if applicable)

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- ☐ Evidence of planning approval (if applicable)
- ☐ Copy of Statement of Compliance completed by a private building surveyor
- ☐ Evidence of builder's warranty insurance (for cost of works exceeding \$16,000)

Complete this declaration

- ☐ I understand that the application fee covers the cost of administration plus one site inspection. Other fees may apply should additional inspections or consultations be required and I agree to pay such fees.
- ☐ I understand that smoke detectors must be installed in accordance with the building regulations.
- ☐ I, as the owner/agent of the owner, hereby grant consent to the Municipal Building Surveyor or his/her representative under Section 231(2)(a) to enter the building/s and upon the land.
- ☐ I confirm that the information contained in this application is true and correct and I understand that it is an offence to provide false or misleading information under Section 246 of the Building Act 1993.

Signature of owner or agent		Date	
Your Full Name			

Please fill in and return this form via post or e-mail to buildingloddon@loddon.vic.gov.au

- Once received an invoice for payment of fees will be sent out.

Note: Your personal information is being collected by Loddon Shire for the purpose of processing your application for resolution of illegal building works in accordance with the *Building Act 1993*. Personal information collected by Council is held securely and used in accordance with the Privacy and Data Protection Act 2014. Council may disclose this information to other organisations if required or permitted by legislation. Should you wish to access or modify this information, please contact Council on (03) 5494 1200 or email loddon@loddon.vic.gov.au

Office use only	
Receipt number	
Date received	