

# Application to Vary Building Regulation 81 – Daylight to Existing Habitable Room Windows

## PROPERTY VARIATION IS SOUGHT FOR

ADDRESS                      Number \_\_\_\_\_ Street/Road \_\_\_\_\_  
Town \_\_\_\_\_ Postcode \_\_\_\_\_

## APPLICANT DETAILS

APPLICANT NAME \_\_\_\_\_  
POSTAL ADDRESS \_\_\_\_\_  
PHONE (BH) \_\_\_\_\_ EMAIL \_\_\_\_\_

## IMPORTANT INFORMATION

In order for your application to be assessed, the completed application form must be accompanied by the following:

- Description of proposal, and justification of compliance with the Minister’s decision guidelines (see attached form)
- Two (2) copies of properly prepared plans which include:
  - site plan showing all dimensions and setbacks of existing buildings and affected adjoining buildings
  - elevations of the proposed building with maximum heights clearly indicated
  - plans showing any affected adjoining buildings indicating location of their habitable room windows, eaves line, etc.
  - any other information that would support the application
- Copy of a current Certificate of Title
- Fee to be calculated once application form has been lodged via the online customer portal.

## APPLICANT SIGNATURE

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## HOW WOULD YOU LIKE TO RECEIVE YOUR PERMIT

WILL COLLECT                       BY MAIL                       BY EMAIL

## PAYMENT OPTIONS

### CONTACT US

Phone 03 5760 2600 to make an EFTPOS or credit payment over the phone.  
Fax 03 5762 5537  
Email council@benalla.vic.gov.au

### IN PERSON

Visit the Council’s Customer Service Centre at 1 Bridge Street East, Benalla

### MAIL

Send this application back to us with a cheque for the full amount made payable to Benalla Rural City Council, PO BOX 227, BENALLA VIC 3671

OFFICE USE                      Date received \_\_\_\_\_                      Receipt number \_\_\_\_\_

**Information Privacy** The personal information requested on this form is being collected by Council for assessment of your application for a consent and report pursuant to Building Regulation 416(6). The personal information will be used solely by Council for this primary purpose or directly related purposes. The applicant understands that the personal information provided is for the assessment of the consent and report application and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council’s privacy officer.

DESCRIPTION OF PROPOSAL AND REASONS FOR APPLICATION

(Empty lines for description of proposal and reasons for application)

ASSESSMENT CRITERIA Daylight to Existing Habitable Room Windows – Regulation 81

The Minister for Planning (Minister's Guideline MG/12, June 2005) has set out the objective and decision guidelines that Council must have regard to when considering varying a design and siting standard.

If any matter set out in the guideline is not met, then Council must refuse consent.

To assist Council in determining if the objective and decision guidelines have been met, please describe how your application meets the following appropriate assessment criteria.

Objective: To allow adequate daylight into habitable room windows.

Decision guidelines

- a. the building will not impact on the amenity of existing dwellings on nearby allotments; and (comment below)

(Empty lines for comment under guideline a)

- b. the building is consistent with a building envelope that has been approved under a planning scheme or planning permit and/or included in an agreement under section 173 of the Planning and Environment Act 1987. (comment below)

(Empty lines for comment under guideline b)

OFFICE USE ONLY			
Reviewed by	BC / MBS	PC	MD
	<input type="checkbox"/> Approved <input type="checkbox"/> Refused	<input type="checkbox"/> Approved <input type="checkbox"/> Refused	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
Signature			
Date			
Comments			