



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 has been lodged 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.

Documents to be provided

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

- **One complete set of building permit application drawings 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
- ✉ 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

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 –
Areas liable to flooding.
Fee: \$325

Regulation 154(1) Building on designated land –
Designated land or works.
Fee: \$325

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

Company name

First name

Last name

Unit number

Number

Street name

Suburb

State

Postcode

Best phone number to contact you on

Email

4 Property details

Unit number

Number

Street name

Suburb

Postcode

5 Relevant building surveyor details

First name

Last name

Building practitioner registration number

Organisation

Best phone number to contact you on

Email

For further information or a large print version

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✉ helpbuilding@portphillip.vic.gov.au