



Request for Adjoining Owners Comments

Part 5, Building Regulations 2018

Please find attached drawings which you are requested to review, sign and date. These drawings should clearly indicate what proposed building work is(or will be) subject to consideration by Council with regard to a departure from the standard requirements of Part 5 of the *Building Regulations 2018*.

Adjoining owners should be given suitable time (normally 2-5 days) to analyse documents and obtain any necessary advice prior to providing comments.

Subject Property Owner Details

I/We

Of

(Complete mailing address to which notices can be issued)

Contact Telephone number

Email Address

Subject Property Address/Details

Address

Proposed Building Work Details/Description



Intend to make (or have made) an application to the Frankston City Council to vary Part 5 Siting for Single dwellings provisions as described below(and/or in the attached covering letter):

Building or Land Part	Regulation	Required Dimension	Proposed Dimension

Adjoining Owner/s Signature acknowledging Requirement and Proposal

Date:

Please find attached a comments form which you are requested to complete and return to me OR email to Council info@frankston.vic.gov.au. If you email Council, please ensure inform the applicant and ensure that the email subject identifies the relevant details.(eg 'Report and Consent – Comment – Address'). An email to Council from the affected property owner/s must include contact details, as well as plans and documents relied upon to make the decision.

Signature of Applicant/Date

Note: It is the applicant's responsibility to provide copies of plans of the proposal to each affected property owner which clearly highlights the proposed departures and requested dispensation sought from Council. **Please ensure the plans have also been signed by the adjoining owners.**

Privacy notice

Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see www.frankston.vic.gov.au or contact Council's privacy officer on 1300 322 322.

Adjoining Owners Comments

Part 5 Building Regulations 2018

From adjoining owner

I/We

Of

(Complete mailing address to which notices can be issued **AND affected address if different**)

Contact Telephone number

Email Address

Understand the proposed departures from Part 5, have been provided with documentation and suitable time to consider the affect of the proposal, have signed plans and the attached 'Request for Comments Form' acknowledging requirements and the proposal and:

☐	Offer No Objection to the proposal
☐	Object to the proposal
☐	Recommend Design Considerations and Changes prior to providing Comment

(Please initial one option listed above)

Have comments to the proposal: place x where applicable

Yes

☐

No

☐

Have sighted and signed plans: (mandatory to process application)

Yes

☐

Comments:

(All property owners to sign and date)

Signature of Affected Adjoining Property Owners and Date

Any comments to a proposal must be logged with Frankston City Council within fourteen(14) days of receipt of this statement