

# Application for Report and Consent Pursuant to Building Regulations 2006

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## **PART A (must be completed)**

### **1. TYPE OF REPORT**

Regulation 309 (1) (2) Reporting Authority Consent & Report Request (Building Permit application)  
(Please complete **Parts A & B** of this form)

Regulation 1003 Reporting Authority Consent & Report Request (Occupancy Permit application)  
(Please complete **Parts A & C** of this form)

Letter of Opinion Regarding Regulation 309 (1) (2) (Consent & Report not able to be supplied)  
(Please complete **Parts A & B** of this form)

### **2. ADDRESS OF PREMISES**

Premises/Company Name \_\_\_\_\_

Site Name \_\_\_\_\_

Street No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Street \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Municipality \_\_\_\_\_

### **3. APPLICANT'S DETAILS**

Applicant Name \_\_\_\_\_

Company \_\_\_\_\_

Postal Address \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

### **4. RELEVANT BUILDING SURVEYOR'S DETAILS (if appointed)**

RBS Name \_\_\_\_\_ RBP No. \_\_\_\_\_

Company \_\_\_\_\_

Postal Address \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email: \_\_\_\_\_ Mobile No: \_\_\_\_\_



**5. BUILDING PARTICULARS**

Proposed	Additions / Alterations	Existing	Change of Use
Building Use _____		Class of Building _____	
Type of Construction:	A	B	C
Floor Area (m <sup>2</sup> ): Existing: _____		Proposed: _____ Total: _____	
Fire Compartment Size (max): Floor Area (m <sup>2</sup> ): _____		Volume (m <sup>3</sup> ): _____	
Construction Details: Floors: _____ External Walls: _____ Roof: _____			
No. of Storeys: _____		Rise in Storeys: _____ Effective Height (m): _____	

**Is this Building Project required to comply with the Capital Development Guidelines - Series 7- Fire Risk Management (Guidelines).**

**Example** Is this Building either a Department of Human Services (DHS) or a Director of Housing or a Department of Health owned, operated or funded facility?

**YES** 
                 
 **NO**

If **Yes**, CFA will require a full copy of the Fire Engineering Report/Fire Risk Assessment/Alternative solutions together with a Statement of Compliance-Design from the Fire Safety Engineer (FSE) (Guideline 7.2 - A1.2 Design) and Statement of Compliance-Alternative Solutions from the Relevant Building Surveyor (RBS) (Guideline 7.2 - Form A1.1 Alternative Solutions) without conditions. The 'Statement of Compliance' from both the FSE and RBS **must** be submitted with the Regulation 309 - Report and Consent application.

The templates for the Statement of Compliance can be found on the Department's website:-  
[www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/fire-risk-management-policy,-procedures-and-guidelines](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/fire-risk-management-policy,-procedures-and-guidelines)

**Applicant's Declaration**

1. I consent to the Chief Officer forwarding any documentation or information obtained during the assessment of the Report to other relevant authorities.
2. I understand that there is a charge for this service in accordance with the "Schedule of Fees" section on **Part D** of this application form.

Note: I understand the Chief Officer may provide a **'letter of opinion'** if a Regulation 309 (1) (2) reporting authority consent & report is not able to be supplied under the regulations and accept that this will be charged as consultancy services (refer declaration item 3).

**Signed (Applicant)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

It is an offence under Section 246 of the Building Act 1993 for a person to knowingly make a false or misleading statement or provide any false or misleading information to a person or body carrying out any function under the Building Act 1993 or the Building Regulations 2006.



**PART B [Complete this part for Regulation 309 (1) (2) requests]**

Fire safety prescribed matters that **do not meet** the deemed-to-satisfy provisions of the BCA and require the consent & report from the Chief Officer under Building Regulation 309 (1) (2) for this building are:

Fire hydrants	Fire mains	Emergency vehicular access
Fire hose reels	Control valves	Fire indicator panels
Fire control centres or rooms	Booster assemblies	Proscenium curtain drencher system
Fire precautions during construction		Fire services controls in passenger lift cars

List the relevant BCA Clause(s) [inc. Aust. Standard part] and describe the prescribed matters to be varied. Supporting documentation **must** be submitted, including RBS comments.

<u>CLAUSE:</u>	<u>VARIATION TO FIRE SAFETY PRESCRIBED MATTER REQUEST:</u>
_____	_____
_____	_____
_____	_____
_____	_____

Have previous consent/report submissions been applied for regarding this building?      Yes      No

If Yes, please state relevant Report No. \_\_\_\_\_

**Variations to deemed-to-satisfy Provisions (ie. Alternative Solutions / Modifications / Referrals):**  
(other than 'prescribed matters' relating to this application)

Does the design of the building involve variations to deemed-to-satisfy provisions?      Yes      No

If Yes, provide complete details and copies of the relevant documentation for the alternative solution, modification and/or referral determination with this application. The Chief Officer reserves the right to review the validity of any determinations made in the event that other alternative solutions are developed or the conditions of any notified alternative solutions are altered.

**Requirement for Occupancy Permit:**      Yes      No

Please indicate whether an Occupancy Permit is required for the whole or part of the building in respect of which the building work is carried out.

**Issue of Building Permit:**      Yes      No

Have the specific building works that relate to this application been constructed **OR** has a building permit for the specific building works been issued without the consent and report being obtained from the Chief Officer?

**RELEVANT BUILDING SURVEYOR DECLARATION:**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_



**PART C [Complete this part for Regulation 1003(a) requests]**

*Please complete Part C1 and/or Part C2 (as applicable) and Sign Declaration*

**Part C1: Chief Officer Reporting Authority (Regulation 309 (1) (2) Compliance) - Regulation 1003(1)(a)**

In respect of an application for an occupancy permit, the consent & report from the Chief Officer is requested as he/she was a prescribed reporting authority with the building permit application for variation from deemed-to-satisfy provisions on the fire safety prescribed matter(s) referenced in the following report:

CFA Consent & Report No. \_\_\_\_\_

It is confirmed that the recommendations of the above-mentioned report have been implemented and are confirmed by the attached proof (Supporting documentation should be submitted, including RBS comments).

**Part C2: Monitoring of Alarm Transmission Signal – Regulation 1003(1)(b)**

In respect of an application for an occupancy permit, the consent & report from the Chief Officer is requested in relation to the transmission signal of alarms required to be connected to a fire station or other approved monitoring service.

**ALARM TYPE:**       Fire Alarm       Sprinkler       Valve Monitor Alarm

Is the Alarm REQUIRED by Building Regulations?  
(Deemed-to-Satisfy provisions & performance requirements)       Yes       No

Test Report from an independent recognised fire service tester for certification of the installed system **must** be enclosed with this application.

Does the Alarm system comply with AS1670.1?       Yes       No      If no, provide description of system and evidence from RBS approving installation

Have any consent & reports been Obtained to vary the fire indicator panel?       Yes       No      If yes, please state Chief Officer Report number and provide relevant details.

FIP / Sprinkler Valves Location: \_\_\_\_\_

Alarm Identification No. \_\_\_\_\_

Fire Alarm Monitoring Service Provider \_\_\_\_\_ Phone No: \_\_\_\_\_

Fire Protection Contractor \_\_\_\_\_ Phone No: \_\_\_\_\_

**Applicant’s Declaration**

An Occupancy Permit has not been issued for the building or part of the building to which this application relates.

**RELEVANT BUILDING SURVEYOR DECLARATION**

**Signed (Applicant)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

Note: The Chief Officer does not have the authority under the Building Regulations 2006 to supply a Regulation 1003 consent & report if it is not in respect of an application for an occupancy permit.



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## Part D – General Information

### **GUIDE TO INFORMATION REQUIRED** (not exhaustive)

**Three (3) sets of plans of the site/premises drawn to a suitable scale are to be provided with applications for Regulation 309 (1) (2) Report and Consents and requests for Letters of Opinion. These plans should indicate the following as appropriate:**

- Site plan showing all boundaries, entrances, structures and details of adjoining premises
- Floor plan showing layout of subject buildings including all means of egress/entry
- Elevations & Sections (if applicable)
- Distinguish existing and new building works
- Location of existing and/or proposed fire detection & suppression equipment (inc. hydrant & hose reels)
- Hydrant and hose reel coverage shortfalls in hatched shading (if applicable). The method of measuring coverage from the fire hydrant should also be clearly indicated.

#### DOCUMENTATION REQUIRED:

- Documentation of all alternative solutions and any modifications/referrals sought or obtained.

### **SCHEDULE OF FEES**

The schedule of fees for statutory work is in accordance with Ministerial guidelines. The following rates are applicable and all prices quoted include GST.

#### **1. Statutory Reporting Authority Reports**

Reports relating to variations under the Building Regulations 2006:- Regulations 309 (1) (2), 608, 1011 & 1003:

- Minimum charge of \$121.00 (allows for 1 hours work) – excludes travel time.
  - Additional time to be charged at \$121.00/hour in increments of 15mins at \$30.25.
- (It is noted that both Regulation 309 (1) (2) and 1003 reporting authority reports will be separately invoiced)

#### **2. Invoicing**

- Invoicing will occur upon determination of the application.



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## CFA OFFICES LOCATIONS

Applications should be made directly to the Fire Safety Officer at local Area Headquarters of the subject property to avoid any processing delays. Contact details for each area are listed in relation to the regional map below. Furthermore, the boundaries between CFA and MFB fire districts can be accurately determined in the Melways.

### **Barwon South Region (District 4, 5, 6 & 7)**

61 Separation Street  
NORTH GEELONG 3215 (PO Box 586)  
Ph: (03) 5240 2700  
Fax: (03) 5277 1515

### **Gippsland Region (District 9, 10 & 11)**

Level 3, Port Of Sale Business Centre  
Foster Street  
SALE 3850 (PO Box 1212)  
Ph: (03) 5149 1000  
Fax: (03) 5149 1082

### **Loddon Mallee Region (District 2 & 20)**

45 Chapel Street  
BENDIGO 3550  
Ph: (03) 5430 2200  
Fax: 5442 2246

### **Loddon Mallee Region (District 18)**

120 Curlewis Street  
SWAN HILL 3585 (PO Box 558)  
Ph: (03) 5051 4130  
Fax: (03) 5023 8553

### **Eastern Metropolitan Region (District 13)**

18-22 Lakeview Drive  
LILYDALE VIC 3140  
Ph: (03) 8739 1300  
Fax: (03) 8739 1382

### **Grampians Region (District 15,16 & 17)**

19 Learmonth Road  
WENDOUREE 3350 (PO Box 222W Ballarat West  
3353)  
Ph: (03) 5329 5510  
Fax: (03) 5329 5582

### **Hume Region (District 23 & 24)**

1 Ely Street  
WANGARATTA 3677  
Ph: (03) 5721 4122  
Fax: (03) 5721 3497

### **Hume Region (District 12 & 22)**

195-205 Numurkah Road  
SHEPPARTON 3630 (PO Box 932)  
Ph: (03) 5833 2400  
Fax: (03) 5833 2482

### **North/West Metro Regions (District 14)**

251 High Street  
MELTON 3337 (PO Box 50)  
Ph: (03) 8746 1400  
Fax: (03) 9746 7698

### **Southern Metropolitan Region (District 8)**

Building G Level 2  
45 Assembly Drive  
DANDENONG SOUTH VIC 3175  
Ph: (03) 9767 1800  
Fax: (03) 9767 1881

