

# APPLICATION FOR A REPORT OF A LAND LIABLE TO FLOODING

A land liable to flooding report must be obtained prior to the commencement of design work on an allotment.

Submit completed form with payment using one of the following two options:

1. Mail: Glen Eira City Council, PO Box 42, Caulfield South 3162
2. In person to: Glen Eira Town Hall — Service Centre, corner Glen Eira and Hawthorn Roads, Caulfield

**Please note:** if you are intending to pay by credit card, DO NOT email this form with your credit card details as Glen Eira City Council is unable to accept it.

All sections of this form must be completed and signed by the relevant parties.

## Property details (where the works will be carried out)

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

## Applicant details

Name: \_\_\_\_\_  Owner  Agent of owner\*

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*\*Agent of the owner means the person authorised in writing by an owner of a building or land to make an application, appeal, referral or representation on the owner's behalf.*

## Ownership details (if different from the applicant's details)

Owner's name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred notification once report is issued:  Post  Fax  Email

It is the applicant's responsibility to ensure that all information provided relating to this application is true and correct. Council and its employees will not be responsible for checking the accuracy of information provided, nor for any errors or omissions. Information accepted as part of this application is done so in good faith.

## Nature of works

Extension/alteration  Dual occupancy  Multi-unit  
 Shops  Single unit  Other (specify): \_\_\_\_\_

Does development have a basement?  Yes  No

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Building Act 1993  
Building Regulations 2018



## Important information for applicants

1. This application is for an allotment liable to flooding within Council drainage network. (Please contact Melbourne Water for flood information if the flooding is associated with the Melbourne Water drainage network).
2. Council flood level information is based on flood modelling (applying Melbourne Water methodology) and flooding has a probability of occurrence of one per cent (1%) in any one year.
3. If the allotment's ground level significantly varies, the applicant has to provide the proposed ground floor building plan, so that Council can provide grading flood levels.
4. Council encourages the applicant to provide the building plan with the application, including if any basement car park.

## Disclaimer

Council is currently in the process of finalising flood mapping information throughout the City of Glen Eira. Accordingly, the information provided to you in this report cannot be confirmed and is subject to review and finalisation. The information is provided as guidance only and Council cannot guarantee the accuracy or completeness of the information. Council will not be liable for any loss or damage sustained by you or any third party in relying on the information in this report. If you provide the information to any third party you must also provide the contents of this disclaimer. You are strongly advised to engage the services of a suitably qualified engineer and/or surveyor to assist you in understanding this information and to provide advice to you relating to the use of the information in relation to your property. Please also note that information about flood levels is separate to, and does not take into account, Council's planning controls or policies.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** if the applicant is a company, this application must be executed in accordance with section 127 of the *Corporations Act 2001*. If the applicant is an agent of a company, this application must be executed in accordance with section 126 of the *Corporations Act 2001*.

**Information privacy:** the personal information requested is primarily for the provision of the services referred to on this form and will only be shared with those directly responsible for providing that service. If you would like to know more about privacy at Glen Eira City Council, including your right to seek access to any information collected on this form, please refer to the Privacy Policy on Council's website or contact Council's privacy officer on 9524 3333 or email [privacy@gleneira.vic.gov.au](mailto:privacy@gleneira.vic.gov.au)

## Payment

Application fee: \$52.20 (GST free). This fee is not refundable.

### Payment methods

Cheque enclosed:  Payable to Glen Eira City Council

Cash:  In person only

Card:  Debit card  Credit card — VISA  Credit card — MasterCard

Name of card holder: \_\_\_\_\_ Card expiry date:   /

Card holder signature: \_\_\_\_\_

Card number: