

# APPLICATION PROCESS

## BUILDING OVER EASEMENTS AND/OR COUNCIL'S DRAINS OR BUILD WITHIN 1.0M Laterally TO COUNCIL'S DRAINS



GLEN EIRA  
CITY COUNCIL

### Lodging an application

The applicant is required to submit the following:

- A completed application for consent to erect a building or structure over easements form, also to be signed and dated by the owner/s as it is a legal document.
- Two sets of scaled drawings showing the site plan, structure(s) and their footings proposed to be constructed, and its/their position relative to the easement/drain.
- Legible copy of property title, including easement classification.
- One copy of the approval granted by South East Water/Melbourne Water and/or any other parties with rights over the easement (as applicable), including drawings/plans.
- One copy of the Planning Permit (as applicable) issued by Council, including drawings/plans.
- One copy of the Building Permit (as applicable), including drawings/plans.

The application will be assessed when:

- All the required information has been provided.
- The application fee has been paid.

### Fees and charges

The non-refundable fee for an application for consent to erect a building or structure over easements is \$309.

When a Section 173 Agreement is required, further indicative cost of \$1,400 will apply in addition to the application fee. The actual cost of the Agreement is dependent on the type and complexity of the application.

### Inspections

An inspection of the property may be required during the assessment of the application. If this is necessary, Council will contact the applicant and arrange for an inspection. Council may require the applicant to prove the location of any assets within the property.

### Approvals

The approval is valid for a period of two years of Council issuing a Permit or letter of consent. Applicants should contact Council if the works cannot be completed within this period.