How to Submit Protection Works via eTrack
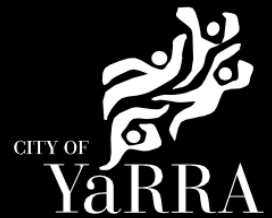
Click on the following Link	
Type **eBAYY/NNNNN** next to *Council Reference* Click **SEARCH**	
If you do not have Council's Reference Available complete **Address Search** • **Enter Street No From** • **Street** • **Suburb** Note: You must enter SUBURB or the search will fail. Click **SEARCH**	
The **Address Search** will return a list of *Applications.* Select the **Building Permit 'eBA'** you would like to lodge your request against. This will load the **Application Details** page.	

Scroll down to *Available Actions for Customer* and select **Protection Works**

Application Details

Proposal

Council Reference	eBA20/00156.03
Proposal	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 3 - Amended
Application Received	24/10/2022
Category Description	Private Building Surveyor - Commercial Works
Stage	Building Permit Issued

Address

Address	1 South Tce Clifton Hill VIC 3068
Ward	Langridge
Address	1 South Tce Clifton Hill VIC 3068
Ward	Langridge

Agree to the *Terms and Conditions* and click **Continue**

Terms and Conditions

Yarra eServices Terms and Conditions of Use:

Access to Yarra City Council's 'Yarra eServices' (**Service**) is restricted to owners of property within the City of Yarra (and their nominated agents) and organisations or individuals who conduct business with Yarra City Council.

By using the Service, you acknowledge that you have read and understood these terms and conditions and agree to be bound by them.

Read our Terms and Conditions
Read our privacy statement
Read our disclaimer

☑ I Agree to the Terms and Conditions

CONTINUE

Complete **Application Information (Step 1)** questions and click **Next**

Step 1 of 3

▶ Application Information

File Attachments

Summary Information

✖ Cancel Application

🛒 Shopping Cart

Application Information

Application Summary

Building Protection Works - Protection Works

⚠ LEGISLATIVE RESPONSIBILITIES
Information About Protection of an Adjoining Owner Under the Building Act 1993 In Relation to Proposed Protection Work In accordance with Section 85 of the Building Act 1993, and subject to Sections 90 and 91 of the Act, you will be taken to have agreed to the protection works proposed in this notice if you do not respond within 14 days after this notice is served to you.

A response to this notice must be in the form of Form 8 of the Building Regulations 2018, include the information in that form, and be given to the owner and the relevant building surveyor whose details are set out in this notice.

In accordance with Section 92 of the Building Act 1993, at any time after this notice is given to the adjoining owner, the relevant building surveyor must make available to the adjoining owner, on request, for inspection, without charge, any plans, drawings and specifications of the proposed building work in the possession or control of the relevant building surveyor. The relevant building surveyor's name and contact details are on page 1 of this notice.

If the proposed protection work is agreed by the adjoining owner or determined as being appropriate by the relevant building surveyor under Section 87(1) of the Building Act 1993 or by the Building Appeals Board under Section 141 of the Building Act 1993 (as the case requires), the owner must:

1. before the commencement of any protection work- i. ensure that a contract of insurance is in force in accordance with Section 93 of the Building Act 1993 against damage by the protection work to the adjoining property and other liabilities described in that section; and ii. make a full and adequate survey of the adjoining property in accordance with Section 94 of the Building Act 1993; and
2. pay to an adjoining owner all costs and expenses necessarily incurred by the adjoining owner in assessing proposed protection work and in supervising the carrying out of protection work in relation to an adjoining property in accordance with Section 97 of the Building Act 1993; and
3. compensate an adjoining owner or an adjoining occupier for inconvenience, loss or damage suffered by the adjoining owner or adjoining occupier in connection with the carrying out of protection work in accordance with Section 98 of the Building Act 1993 or an order of the Building Appeals Board under Section 159 of the Act.

Application Information

⚠ Please confirm that the application details below are correct. If these details (ie the application ID and property) are not correct, you will need to start again and commence the process.

Building Application No.*

sBA23/00036

Building Application Property Address

78 Noone St Clifton Hill VIC 3068

Building Application Synopsis

Partial Demolition and Construction of New Ver...

Declaration

⚠ I declare that I have uploaded the required documentation and all information provided in this application is true and correct. I declare that I am aware that it is against the law to provide false or misleading information, and if I do, it could result in cancellation of the application request and criminal proceedings.

I declare that I am aware of the legislative requirements pursuant to the relevant section of the current Building Act in that a person must not act on behalf of an owner of a building or land for the purpose of making any application, appeal or referral under the Act or the Regulations, unless the person is authorised in writing by the owner to do so.

I acknowledge that the fee (if applicable) is not negotiable and when paid, is not refundable.

I agree to the Building Declaration*

Not Selected ⌄

CLEAR   NEXT

Complete **File Attachment (step 2)**

The attachment types marked with Asterix are mandatory.

You must ensure that the documents you attached are saved in the accepted file type before uploading.

How to upload each document:

- Select Attachment Type
- Click on Choose File
- Select File
- Click on Upload
- Attachments once uploaded will appear under **Uploaded Files**

When uploading documents online there is a file size limit of 128 megabyte per attachment. If a document is larger than this, you will need to reduce the size of it / upload documents separately.

Click **Next**

⊘ Application Information

▶ File Attachments

Summary Information

✖ Cancel Application

🛒 Shopping Cart

File Attachments

Application Summary
Building Protection Works - Protection Works

ⓘ Upload any files relevant to your application that meet the file type requirements.

Attachment Type	Accepted File Types
● 1. Plans and documents* • A full set of structural drawings (showing bulk excavation, site retention, footings, etc), soil report, computations, architectural drawings (town planning drawings should normally suffice) and details of protection measures proposed. • Architectural Drawings *	DOC,DOCX,PDF,PNG,JPG,JPEG
○ 2. Completed VBA protection works checklist* *	DOC,DOCX,PDF,PNG,JPG,JPEG
○ 3. Contract of Insurance* A copy of the contract of insurance that satisfies the requirements of Section 93 of the Building Act 1993. *	DOC,DOCX,PDF,PNG,JPG,JPEG
○ 4. Covering Letter* Description of building works and associated Protection Works. *	DOC,DOCX,PDF,PNG,JPG,JPEG
○ 5. Dual Certification • Structural Certification Via "Regulation 126" Certificate of Compliance for Proposed Building Work" by a Victorian Registered Building Practitioner / Endorsed Engineer for the proposed site retention / basement works along the Councils Laneway, Roads or Footpaths by the Design Engineer. Note: the proposed Structural Design must be able to withstand a min 24 kPa surcharge loads along any Council Roads or Laneway; and • Provide "independent" Structural Certification (Dual Certification) Via "Regulation 126" "Certificate of Compliance for Proposed Building Work" by an Independent Victorian Registered Building Practitioner / Endorsed Engineer for the proposed site retention / basement works; and	DOC,DOCX,PDF,PNG,JPG,JPEG
○ 6. Forms 6, 7 & 8 Ensure forms are completed and signed.	DOC,DOCX,PDF,PNG,JPG,JPEG
○ 7. Other documentation Any other relevant or required document or information.	DOC,DOCX,PDF,PNG,JPG,JPEG

Upload a File

[CHOOSE FILE]   No file chosen

[CLEAR] [UPLOAD]

Step 3 – Summary Information and click **Continue**	
Complete **Payment Summary** step (This is the 'applicant' step – your details) click **Complete**	
Enter **Payment Details (credit card details)** and click **Pay**	

If you would like a copy of the application Click **Print** and this allows you to save the summary as a PDF or print a hard copy.