



Planning Enquiries
 Phone: (03) 9249 4000
 Web: www.brimbank.vic.gov.au

Clear Form

Office Use Only

Application No.: _____ Date Lodged: / /

Application for a Planning Permit

If you need help to complete this form, read MORE INFORMATION at the end of this form.

⚠ Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any questions, please contact Council's planning department.

⚠ Questions marked with an asterisk (*) must be completed.

⚠ If the space provided on the form is insufficient, attach a separate sheet.

i Click for further information.

The Land **i**

Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address *

Unit No.:	St. No.:	St. Name:
Suburb/Locality:		Postcode:

Formal Land Description *

Complete either A or B.

⚠ This information can be found on the certificate of title.

If this application relates to more than one address, attach a separate sheet setting out any additional property details.

A Lodged Plan Title Plan Plan of Subdivision No.: 138510T

OR

B

The Proposal

⚠ You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

i For what use, development or other matter do you require a permit? *

⚠ Provide additional information about the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

Cost \$ **⚠** You may be required to verify this estimate. Insert '0' if no development is proposed.

ADVERTISED MATERIAL
 Planning Application Number: P/005/2026
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Estimated cost of any development for which the permit is required *
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Existing Conditions i

Describe how the land is used and developed now *

For example, vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

The building has not been occupied since November 2024. The contents of the building are owned by the club who have been requested to remove all belongs under a S102 Emergency Order due to safety concerns as stated.

Provide a plan of the existing conditions. Photos are also helpful.

Title Information i

Encumbrances on title *

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

- Yes (If 'yes' contact Council for advice on how to proceed before continuing with this application.)
- No
- Not applicable (no such encumbrance applies).

Provide a full, current copy of the title for each individual parcel of land forming the subject site. The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments', for example, restrictive covenants.

Applicant and Owner Details i

Provide details of the applicant and the owner of the land.

Applicant *

The person who wants the permit.

Name:		
Title: Mr	First Name: Trevor	Surname: Hotchin
Organisation (if applicable): Brimbank City Council		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.: 301	St. Name: Hampshire Rd
Suburb/Locality: Sunshine	State: VIC	Postcode: 3020

Please provide at least one contact phone number *

Contact information for applicant OR contact person below	
Business phone: 9249 4588	Email: trevorh@brimbank.vic.gov.au
Mobile phone: 0417 166 554	Fax:

Where the preferred contact person for the application is different from the applicant, provide the details of that person.

Contact person's details*	Same as applicant <input type="checkbox"/>	
Name:		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.:	St. Name:
Suburb/Locality:	State:	Postcode:


Owner *

The person or organisation who owns the land

Where the owner is different from the applicant, provide the details of that person or organisation.

Declaration

This form must be signed by the applicant *

 Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.

Signature: *Trevor Hotchin*

Date:

day / month / year

Need help with the Application?

General information about the planning process is available at planning.vic.gov.au

Contact Council's planning department to discuss the specific requirements for this application and obtain a planning permit checklist. Insufficient or unclear information may delay your application.

Has there been a pre-application meeting with a council planning officer?

No

Yes

If 'Yes', with whom?:

Date:


day / month / year


Checklist

Have you:

Filled in the form completely?

Paid or included the application fee?

 Most applications require a fee to be paid. Contact Council to determine the appropriate fee.

 Provided all necessary supporting information and documents?

A full, current copy of title information for each individual parcel of land forming the subject site.

A plan of existing conditions.

Plans showing the layout and details of the proposal.

Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.

If required, a description of the likely effect of the proposal (for example, traffic, noise, environmental impacts).

If applicable, a current Metropolitan Planning Levy certificate (a levy certificate expires 90 days after the day on which it is issued by the State Revenue Office and then cannot be used). Failure to comply means the application is void.

Completed the relevant council planning permit checklist?

Signed the declaration?

Lodgement

Lodge the completed and signed form, the fee and all documents with:

Brimbank City Council (City Planning)

Electronic Lodgements (preferred option):

•Online at: <https://www.brimbank.vic.gov.au/building-and-planning/planning>

•Email: info@brimbank.vic.gov.au

Postal:

PO Box 70, Sunshine VIC 3020

In person:

Brimbank Community and Civic Centre
301 Hampshire Road, Sunshine VIC 3020

Contact information

Phone: (03) 9249 4000

Email: info@brimbank.vic.gov.au

DX: 30315

Translation: Arabic 9209 0131, Croatian 9209 0132, Greek 92090133, Italian 92090134, Macedonian 9209 0135, Serbian 9209 0136, Spanish 9209 0137, Turkish 9209 0138, Vietnamese 9209 0139 and other languages 9209 0140

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Deliver application in person, by post or by electronic lodgement.

MORE INFORMATION

The Land

Planning permits relate to the use and development of the land. It is important that accurate, clear and concise details of the land are provided with the application.

How is land identified?


Land is commonly identified by a street address, but sometimes this alone does not provide an accurate identification of the relevant parcel of land relating to an application. Make sure you also provide the formal land description - the lot and plan number or the crown, section and parish/township details (as applicable) for the subject site. This information is shown on the title.

See **Example 1**.

The Proposal

Why is it important to describe the proposal correctly?


The application requires a description of what you want to do with the land. You must describe how the land will be used or developed as a result of the proposal. It is important that you understand the reasons why you need a permit in order to suitably describe the proposal. By providing an accurate description of the proposal, you will avoid unnecessary delays associated with amending the description at a later date.

 Planning schemes use specific definitions for different types of use and development. Contact the Council planning office at an early stage in preparing your application to ensure that you use the appropriate terminology and provide the required details.

How do planning schemes affect proposals?

A planning scheme sets out policies and requirements for the use, development and protection of land. There is a planning scheme for every municipality in Victoria. Development of land includes the construction of a building, carrying out works, subdividing land or buildings and displaying signs.

Proposals must comply with the planning scheme provisions in accordance with Clause 61.05 of the planning scheme. Provisions may relate to the State Planning Policy Framework, the Local Planning Policy Framework, zones, overlays, particular and general provisions. You can access the planning scheme by either contacting Council's planning department or by visiting Planning Schemes Online at planning-schemes.delwp.vic.gov.au

 You can obtain a planning certificate to establish planning scheme details about your property. A planning certificate identifies the zones and overlays that apply to the land, but it does not identify all of the provisions of the planning scheme that may be relevant to your application. Planning certificates for land in metropolitan areas and most rural areas can be obtained by visiting www.landata.vic.gov.au Contact your local Council to obtain a planning certificate in Central Goldfields, Corangamite, Macedon Ranges and Greater Geelong. You can also use the free Planning Property Report to obtain the same information.

See **Example 2**.


Estimated cost of development

In most instances an application fee will be required. This fee must be paid when you lodge the application. The fee is set down by government regulations.

To help Council calculate the application fee, you must provide an accurate cost estimate of the proposed development. This cost does not include the costs of development that you could undertake without a permit or that are separate from the permit process. Development costs should be calculated at a normal industry rate for the type of construction you propose.

Council may ask you to justify your cost estimates. Costs are required solely to allow Council to calculate the permit application fee. Fees are exempt from GST.

 Costs for different types of development can be obtained from specialist publications such as Cordell Housing: Building Cost Guide or Rawlinsons: Australian Construction Handbook.

 Contact the Council to determine the appropriate fee. Go to www.brimbank.vic.gov.au to view a summary of fees in the Planning and Environment (Fees) Regulations.

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Metropolitan Planning Levy refer Division 5A of Part 4 of the *Planning and Environment Act 1987* (the Act). A planning permit application under section 47 or 96A of the Act for a development of land in metropolitan Melbourne as defined in section 3 of the Act may be a leviable application. If the cost of the development exceeds the threshold of \$1 million (adjusted annually by consumer price index) a levy certificate must be obtained from the State Revenue Office after payment of the levy. A valid levy certificate must be submitted to the responsible planning authority (usually council) with a leviable planning permit application. Refer to the State Revenue Office website at www.sro.vic.gov.au for more information. A leviable application submitted without a levy certificate is void.

Existing Conditions

How should land be described?

You need to describe, in general terms, the way the land is used now, including the activities, buildings, structures and works that exist (e.g. single dwelling, 24 dwellings in a three-storey building, medical centre with three practitioners and 8 car parking spaces, vacant building, vacant land, grazing land, bush block).

Please attach to your application a plan of the existing conditions of the land. Check with the local Council for the quantity, scale and level of detail required. It is also helpful to include photographs of the existing conditions.

See **Example 3**.

Title Information

What is an encumbrance?

An 'encumbrance' is a formal obligation on the land, with the most common type being a 'mortgage'. Other common examples of encumbrances include:

- **Restrictive Covenants:** A 'restrictive covenant' is a written agreement between owners of land restricting the use or development of the land for the benefit of others, (eg. a limit of one dwelling or limits on types of building materials to be used).
- **Section 173 Agreements:** A 'section 173 agreement' is a contract between an owner of the land and the Council which sets out limitations on the use or development of the land.
- **Easements:** An 'easement' gives rights to other parties to use the land or provide for services or access on, under or above the surface of the land.
- **Building Envelopes:** A 'building envelope' defines the development boundaries for the land.

Aside from mortgages, the above encumbrances can potentially limit or even prevent certain types of proposals.

What documents should I check to find encumbrances?

Encumbrances are identified on the title (register search statement) under the header 'encumbrances, caveats and notices'. The actual details of an encumbrance are usually provided in a separate document (instrument) associated with the title. Sometimes encumbrances are also marked on the title diagram or plan, such as easements or building envelopes.

What about caveats and notices?

A 'caveat' is a record of a claim from a party to an interest in the land. Caveats are not normally relevant to planning applications as they typically relate to a purchaser, mortgagee or chargee claim, but can sometimes include claims to a covenant or easement on the land. These types of caveats may affect your proposal.

Other less common types of obligations may also be specified on title in the form of 'notices'. These may have an effect on your proposal, such as a notice that the building on the land is listed on the Heritage Register.

What happens if the proposal contravenes an encumbrance on title?

Encumbrances may affect or limit your proposal or prevent it from proceeding. Section 61(4) of the *Planning and Environment Act 1987* for example, prevents a Council from granting a permit if it would result in a breach of a registered restrictive covenant. If the proposal contravenes any encumbrance, contact the Council for advice on how to proceed.

You may be able to modify your proposal to respond to the issue. If not, separate procedures exist to change or remove the various types of encumbrances from the title. The procedures are generally quite involved and if the encumbrance relates to more than the subject property, the process will include notice to the affected party.

▲ You should seek advice from an appropriately qualified person, such as a solicitor, if you need to interpret the effect of an encumbrance or if you seek to amend or remove an encumbrance.

Why is title information required?

Title information confirms the location and dimensions of the land specified in the planning application and any obligations affecting what can be done on or with the land.

As well as describing the land, a full copy of the title will include a diagram or plan of the land and will identify any encumbrances, caveats and notices.

What is a 'full' copy of the title?

The title information accompanying your application must include a 'register search statement' and the title diagram, which together make up the title.

In addition, any relevant associated title documents, known as 'instruments', must also be provided to make up a full copy of the title.

Check the title to see if any of the types of encumbrances, such as a restrictive covenant, section 173 agreement, easement or building envelope, are listed. If so, you must submit a copy of the document (instrument) describing that encumbrance. Mortgages do not need to be provided with planning applications.

▲ Some titles have not yet been converted by Land Registry into an electronic register search statement format. In these earlier types of titles, the diagram and encumbrances are often detailed on the actual title, rather than in separate plans or instruments.

Why is 'current' title information required?

It is important that you attach a current copy of the title for each individual parcel of land forming the subject site. 'Current' title information accurately provides all relevant and up-to-date information.

Some councils require that title information must have been searched within a specified time frame. Contact the Council for advice on their requirements.

▲ Copies of title documents can be obtained from Land Registry: Level 10, 570 Bourke Street, Melbourne; 03 8636 2010; www.landata.vic.gov.au – go direct to "titles & property certificates".

Applicant and Owner Details

This section provides information about the permit applicant, the owner of the land and the person who should be contacted about any matters concerning the permit application.

The applicant is the person or organisation that wants the permit. The applicant can, but need not, be the contact person.

In order to avoid any confusion, the Council will communicate only with the person who is also responsible for providing further details. The contact may be a professional adviser (e.g. architect or planner) engaged to prepare or manage the application. To ensure prompt communications, contact details should be given.

Check with Council how they prefer to communicate with you about the application. If an email address is provided this may be the preferred method of communication between council and the applicant/contact.

The owner of the land is the person or organisation who owns the land at the time the application is made. Where a parcel of land has been sold and an application made prior to settlement, the owner's details should be identified as those of the vendor. The owner can, but need not, be the contact or the applicant.

See **Example 4**.

Declaration

The declaration should be signed by the person who takes responsibility for the accuracy of all the information that is provided. This declaration is a signed statement that the information included with the application is true and correct at the time of lodgement.

The declaration can be signed by the applicant or owner. If the owner is not the applicant, the owner must either sign the application form or must be notified of the application which is acknowledged in the declaration.

▲ Obtaining or attempting to obtain a permit by wilfully making or causing any false representation or declaration, either orally or in writing, is an offence under the *Planning and Environment Act 1987* and could result in a fine and/or cancellation of the permit.

Need help with the Application?

If you have attended a pre-application meeting with a Council planner, fill in the name of the planner and the date, so that the person can be consulted about the application once it has been lodged.

Checklist

What additional information should you provide to support the proposal?

You should provide sufficient supporting material with the application to describe the proposal in enough detail for the Council to make a decision. It is important that copies of all plans and information submitted with the application are legible.

There may be specific application requirements set out in the planning scheme for the use or development you propose. The application should demonstrate how these have been addressed or met.

The checklist is to help ensure that you have:

- provided all the required information on the form
- included payment of the application fee
- attached all necessary supporting information and documents
- completed the relevant Council planning permit checklist
- signed the declaration on the last page of the application form

▲ The more complete the information you provide with your permit application, the sooner Council will be able to make a decision.

Lodgement

The application must be lodged with the Council responsible for the planning scheme in which the land affected by the application is located. In some cases the Minister for Planning or another body is the responsible authority instead of Council. Ask the Council if in doubt.

Check with Council how they prefer to have the application lodged. For example, they may have an online lodgement system, prefer email or want an electronic and hard copy. Check also how many copies of plans and the size of plans that may be required.

Contact details are listed in the lodgement section on the last page of the form.

▲ Approval from other authorities: In addition to obtaining a planning permit, approvals or exemptions may be required from other authorities or Council departments. Depending on the nature of your proposal, these may include food or health registrations, building permits or approvals from water and other service authorities.

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EXAMPLES

Example 1

The Land i

Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address *

Unit No.: 4	St. No.: 26	St. Name: Planmore Avenue
Suburb/Locality: HAWTHORN		Postcode: 3122

Formal Land Description *
Complete either A or B.

A Lot No.: **2** Lodged Plan Title Plan Plan of Subdivision No.: **LP93562**

OR

B Crown Allotment No.: Section No.:

Parish/Township Name:

⚠ This information can be found on the certificate of title.
If this application relates to more than one address, attach a separate sheet setting out any additional property details.

Example 2

i For what use, development or other matter do you require a permit? *

Construction of two, double-storey dwellings and construction of two new crossovers.

⚠ Provide additional information about the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

Example 3

Existing Conditions i

Describe how the land is used and developed now *

For example, vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

Single dwelling.

⚠ Provide a plan of the existing conditions. Photos are also helpful.

Example 4

Applicant and Owner Details i

Provide details of the applicant and the owner of the land.

Applicant *

The person who wants the permit.

Please provide at least one contact phone number *

Where the preferred contact person for the application is different from the applicant, provide the details of that person.

Owner *

The person or organisation who owns the land

Where the owner is different from the applicant, provide the details of that person or organisation.

Name:

Title: Mr	First Name: Len	Surname: Browning
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Organisation (if applicable): **Responsible Developers P/L**

Postal Address: If it is a P.O. Box, enter the details here:

Unit No.: 4	St. No.: 12	St. Name: Ardour Lane
Suburb/Locality: Wycheproof		State: Vic Postcode: 3527

Contact information for applicant OR contact person below

Business phone: 9123 4567	Email: tcpl@bigpond.net.au
Mobile phone: 0412 345 678	Fax: 9123 4567

Contact person's details* Same as applicant

Name:

Title: Mr	First Name: Andrew	Surname: Hodge
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Organisation (if applicable): **Town Planning Consultants**

Postal Address: If it is a P.O. Box, enter the details here:

Unit No.:	St. No.:	St. Name: PO Box 111
Suburb/Locality: Parkdale		State: Vic Postcode: 3194

Name: Same as applicant

Title:	First Name:	Surname:
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Organisation (if applicable):

Postal Address: If it is a P.O. Box, enter the details here:

Unit No.:	St. No.:	St. Name:
Suburb/Locality:		State:
		Postcode:

Owner's Signature (Optional): Date:

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The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958
 VOLUME 09788 FOLIO 100 Security no : 124131205951P
 Produced 09/01/2026 01:16 PM

LAND DESCRIPTION

Lot 1 on Title Plan 138510T.
 PARENT TITLES :
 Volume 04303 Folio 583 Volume 08742 Folio 874
 Created by instrument M514687E 13/10/1986

REGISTERED PROPRIETOR



ENCUMBRANCES, CAVEATS AND NOTICES

COVENANT as to part [M514687E](#)
 VARIATION OF COVENANT AF909667J 18/06/2008

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE [TP138510T](#) FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

ADMINISTRATIVE NOTICES

NIL

eCT Control REGISTRAR OF TITLES
 Effective from 12/06/2025

DOCUMENT END

	Account: 324655		Authority Fee(GST exclusive): \$0.00 Service Fee(GST exclusive): \$0.00 GST Payable: \$0.00 Total \$0.00	09/01/2026 01:16PM
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Imaged Document Cover Sheet

The document following this cover sheet is an imaged document supplied by LANDATA®, Secure Electronic Registries Victoria.

Document Type	plan
Document Identification	TP138510T
Number of Pages (excluding this cover sheet)	1
Document Assembled	09/01/2026 13:17

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TITLE PLAN	EDITION 1	TP 138510T
Location of Land Parish: DERRIMUT Township: Section: Crown Allotment: Crown Portion: Last Plan Reference: LP 92823 Derived From: VOL 9788 FOL 100 Depth Limitation: NIL		Notations ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN

<p style="text-align: center;">Description of Land / Easement Information</p> <p>ENCUMBRANCES</p> <p>AS TO THE LAND SHOWN MARKED "E-1" "E-3" "E-5" "E-8" AND "E-10" THE EASEMENT TO MELBOURNE AND METROPOLITAN BOARD OF WORKS CREATED BY INSTRUMENT E924927</p> <p>AS TO THE LAND SHOWN MARKED "E-2" THE EASEMENT TO THE CITY OF SUNSHINE CREATED BY INSTRUMENT E310973</p> <p>AS TO THE LAND SHOWN MARKED "E-4" "E-5" "E-6" "E-8" "E-9" AND "E-10" THE EASEMENTS (IF ANY) EXISTING OVER THE SAME BY VIRTUE OF SECTION 98 OF THE TRANSFER OF LAND ACT</p> <p>AS TO THE LAND SHOWN MARKED "E-6" "E-7" AND "E-8" THE EASEMENT TO MELBOURNE AND METROPOLITAN BOARD OF WORKS CREATED BY INSTRUMENT A488745</p>	THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY, LAND VICTORIA, FOR TITLE DIAGRAM PURPOSES AS PART OF THE LAND TITLES AUTOMATION PROJECT COMPILED: 09/09/1999 VERIFIED: M.P
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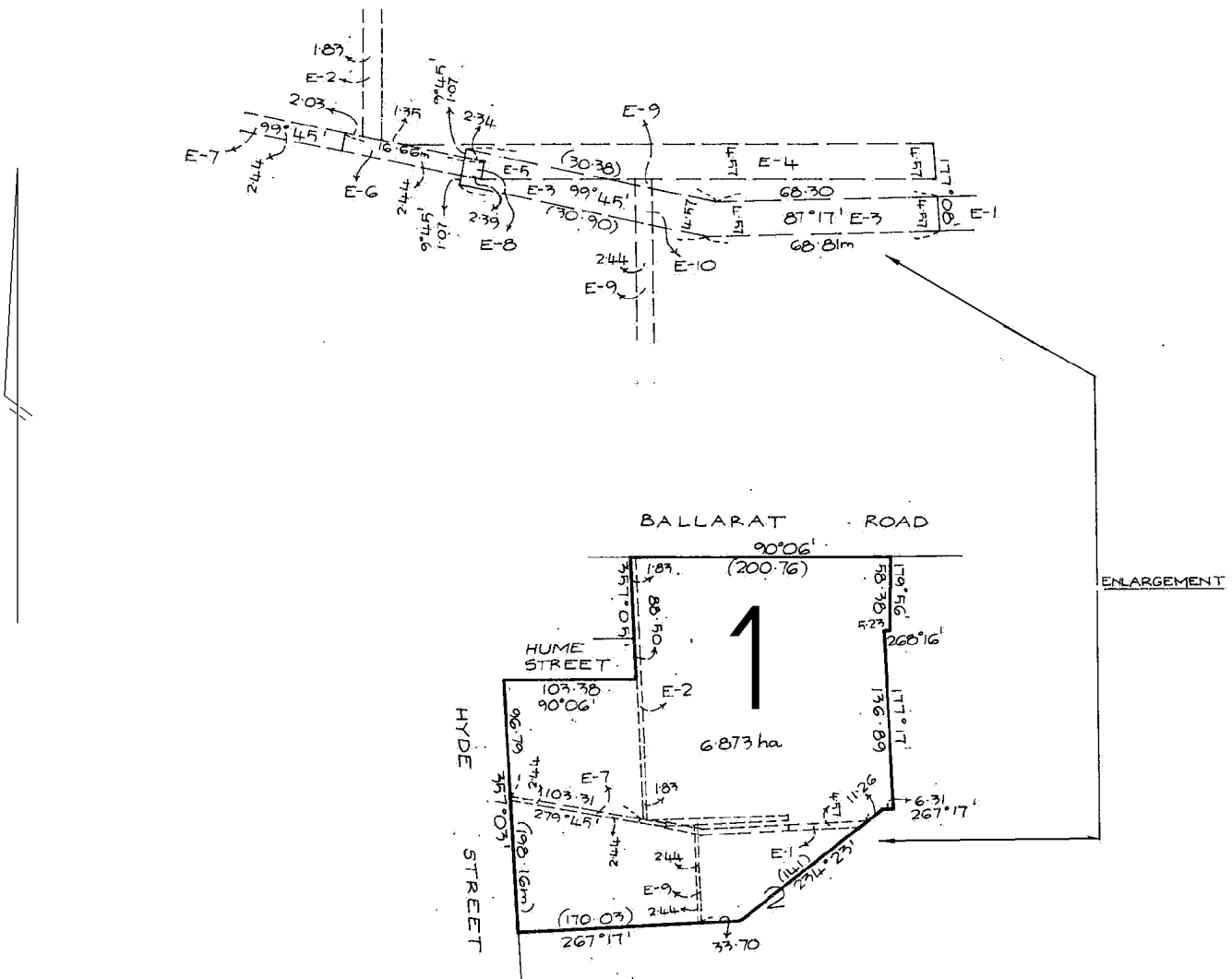
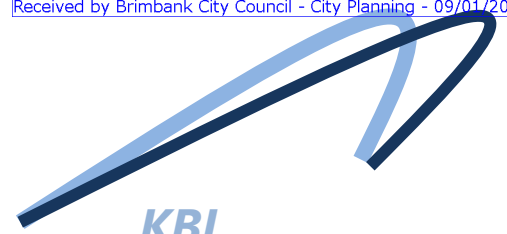


TABLE OF PARCEL IDENTIFIERS
WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962
PARCEL 1 = LOT 2 (PT) ON LP 92823

Project KBI – 25 – 149
Structural Inspection
John Macleod Reserve - Brimbank City Council



KBI
KENNEDY BELL
INFRASTRUCTURE

STRUCTURAL INSPECTION REPORT

Site :- John Macleod Reserve, 783 Ballarat rd, Deer Park, Vic

Structural inspection of Council Buildings



Client:	Brimbank City Council – Trevor Hotchin	
Site reference:	John Macleod Reserve	
Address:	783 Ballarat Rd, Deer Park, Victoria	
Report Date:	6 th October 2025	By: Paul Kennedy BEng CPEng MIStructE Chartered Structural Engineer
Date of Site Visit:	23 rd September 2025	

Inspection Note - This visual inspection is limited to those areas and sections of the property fully accessible and visible to the Inspector at the time and on the date of Inspection. The inspection DID NOT include breaking apart, dismantling, removing or excavating ground works including, but not limited to, foliage, rock walling and pathways, retaining wall members or existing dwelling construction. The Inspector CANNOT see inside walls, between floors, inside skillion roofing, inside the eaves, behind stored goods in cupboards, or other areas that are concealed or obstructed unless specifically noted. The inspector DID NOT dig, gouge, force or perform any invasive procedures. In an occupied property it must be understood that furnishings, fixtures and fittings may conceal defects which may only be revealed when the items are removed.

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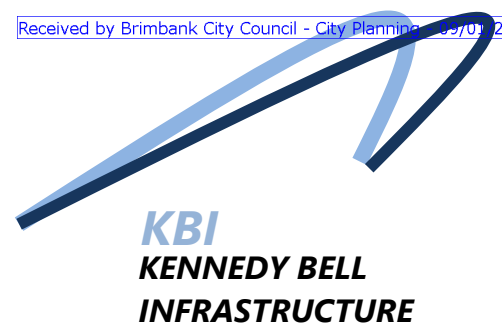
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Structural inspection report

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Structural Inspection
John Macleod Reserve - Brimbank City Council



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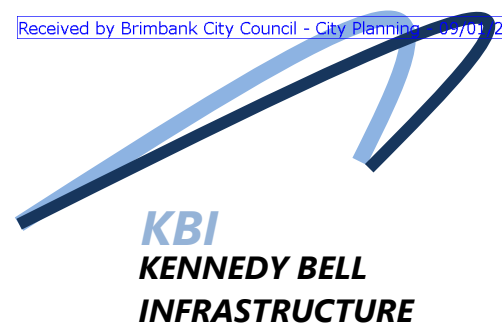
- **Outline**
 - Scope and purpose of report
 - Summary

- **On-Site observations**
 - Review of existing on-site structural elements

- **Site proposals**
 - Remedial works proposals & Timelines
 - Outline Remedial works expenditure profile

- **Extract from AS2870-2011**
 - (Classification of Damage due to Foundation Movement)

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Outline

Scope and Purpose of Report

Kennedy Bell Infrastructure were requested to carry out a structural inspection of the sporting pavilion building at the John Macleod Reserve, maintained by the Brimbank City Council, for the purpose of providing a snapshot of the structural condition of the building at the time of Inspection and provide outline remedial works proposals and estimates for short to medium term maintenance expenditure.

The structural inspection is a follow on from the Condition Assessment undertaken by Macutex in August 2025 in which some structural concerns were raised, requiring further investigation.

The building is within the City of Brimbank local government area, located in the Northern suburbs between 10 and 20 km North and West from the Melbourne city centre. The area is considered residential with most structures below 10m in height.

This structural report is based on the site inspection of the John Macleod Reserve sports pavilion building, external canopy and the members that form the roof, walls and varying floor areas within the structure and should be read in conjunction with the Macutex Condition assessment to get a full picture of the overall state of the pavilion.

Summary

The John Macleod reserve site incorporates two sets of buildings, the original club and changing rooms (subject site) along with a subsequent new facility added some years later. The general construction of the original clubrooms is consistent with the structural members on the original design documentation, a loadbearing solid masonry frame constructed in the mid 1980's. There is a timber verandah roof structure over an apron slab area to the front of the pavilion bordering the reserve playing surface.

The main building is a solid double masonry frame with a timber framed roof and a corrugated type sheet metal covering. The main clubrooms, kitchen and team changing facilities are towards the front of the structure with male and female toilet facilities, along with an umpires changing room, toilet and shower facility are located to the rear of the building. The overall footprint is approximately 26m x 12m.

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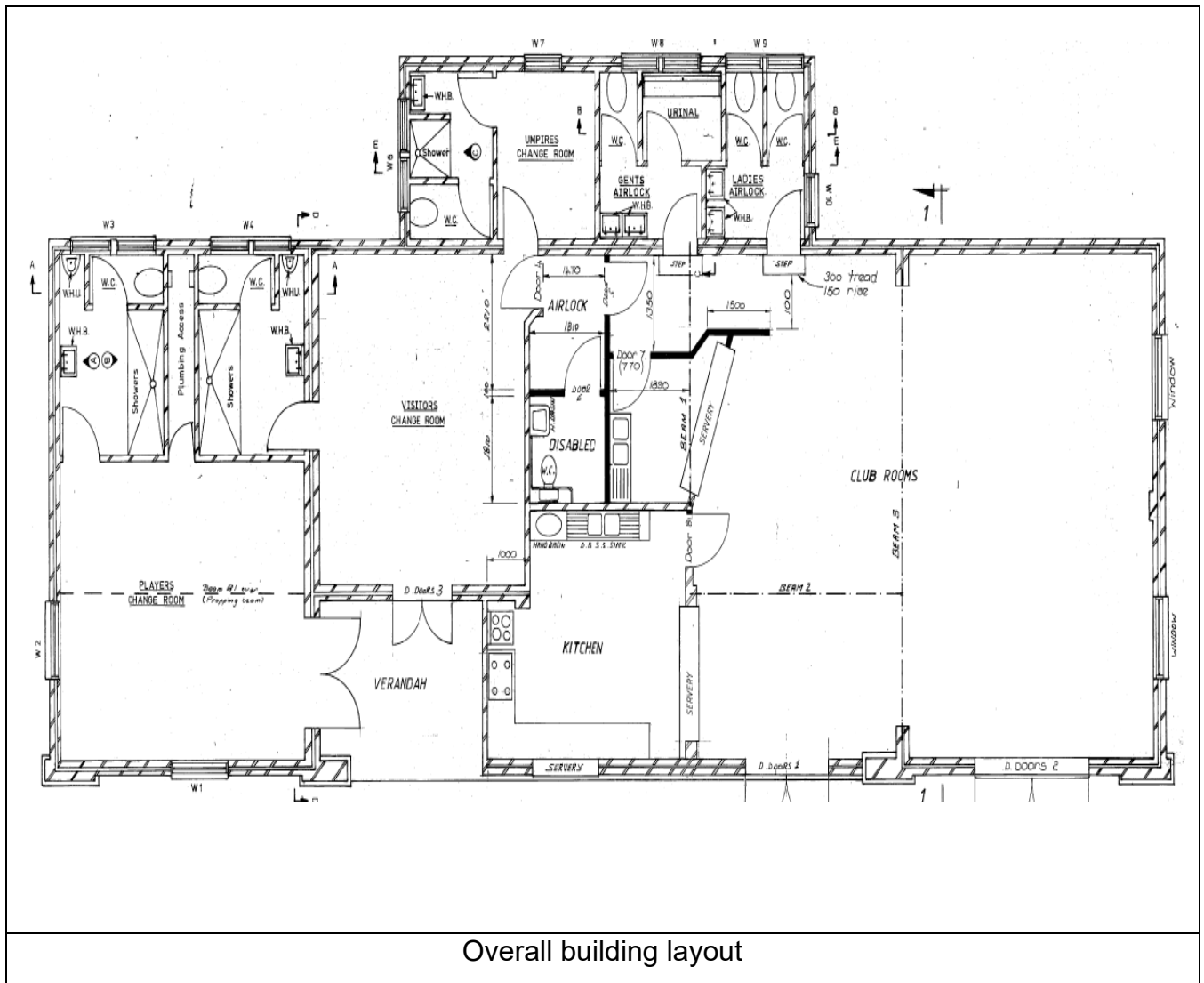
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KBI
KENNEDY BELL
INFRASTRUCTURE

On-Site observations

Main Building – Changing facilities, kitchen and clubrooms.



The main structure is constructed from structural masonry walls that are loadbearing and support the timber and metal clad roof. The walls are generally in acceptable condition with little evidence of movement and cracking over the lifetime of the structure. Externally the masonry walls incorporate suitable articulation joints which seem to have provided enough scope for movement so as to protect the integrity of the walls. Some small areas of hairline cracking is not considered as a structural issue given they are less than 1mm in width, constituting a damage category of very slight in accordance with Table C1 of AS2870-2011.

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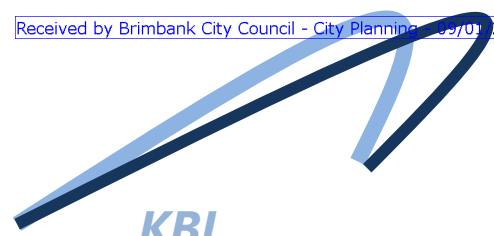
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Overall structure of masonry walls with corrugated metal roof. Acceptable condition.



Rear elevation with articulation of masonry joints at wall interface.



Front elevation with articulation of masonry joints at wall interface with pier.



Ventilation bricks evident throughout the structure.

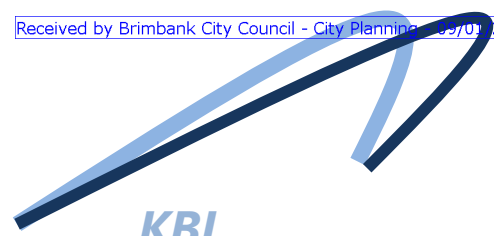
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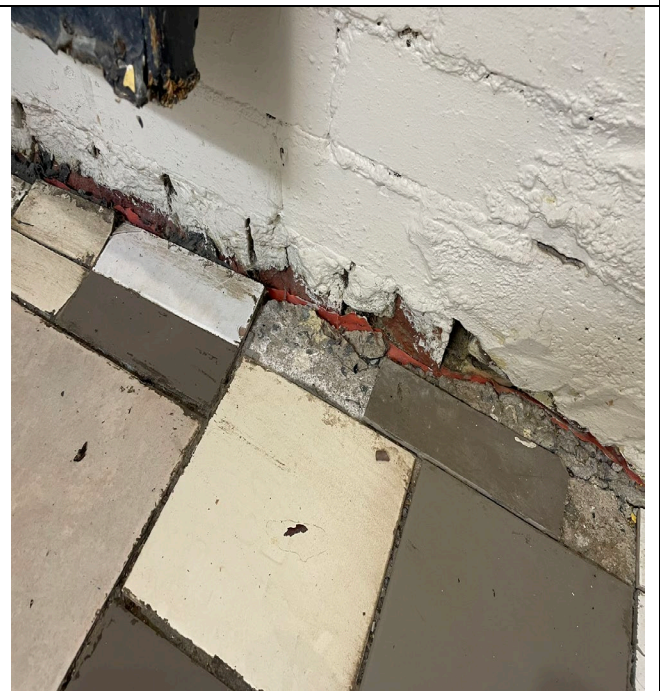
Mixed hard and soft covering to slab on ground in clubroom area generally in acceptable condition.



Concrete piers supporting suspended concrete floor areas

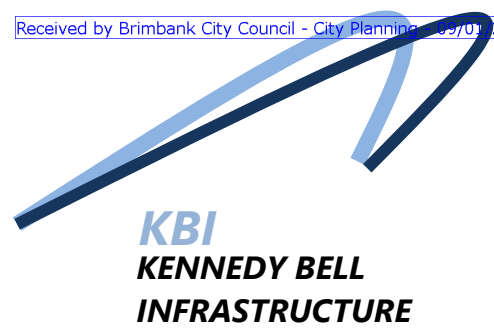


Exposed concrete slab areas to the changing rooms in acceptable condition.



Some small areas of tiling in poor condition. Cracked and lifting requires maintenance

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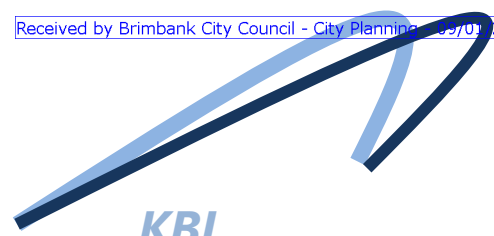


The timber roof structure incorporates hardwood members, possibly Oregon, which are placed in a standard rafter configuration with propped ridge and purlins throughout. Valleys and hips are formed with suitable members at the interface of the elements. Two larger spans incorporate steel beams onto the main masonry walls to support the roof members. Rafters are also tied at regular intervals to provide rigidity to the roof as a whole.

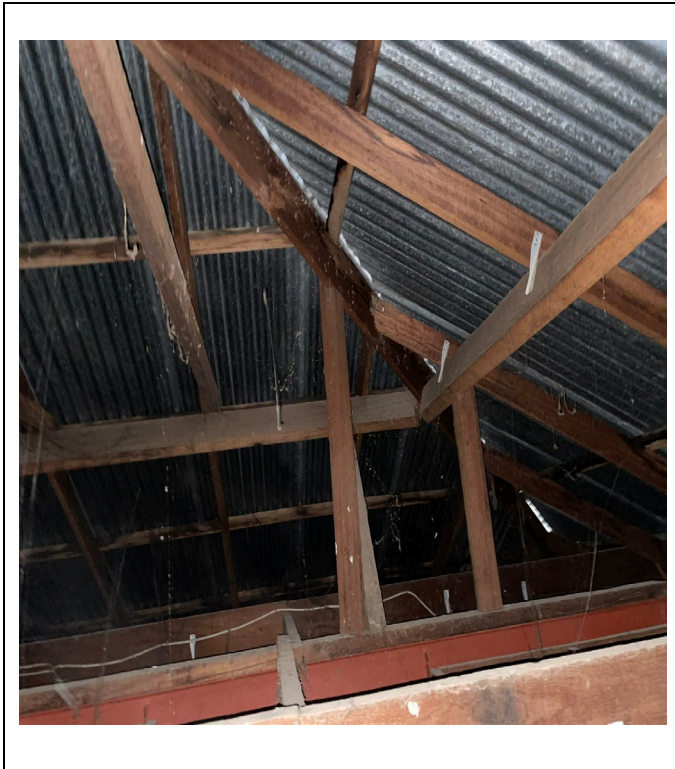
The metal corrugated roof sheeting sits directly onto the roof battens without any insulation or sarking layer. This detail may have contributed to some water staining to the ceiling within the building, but also some roof fixings appear to be lifting which would also contribute to this staining effect.

<p>Standard timber roof construction with propped ridges and purlins onto loadbearing walls.</p>	<p>Purlin props onto steel beam support in roof space.</p>

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Structural Inspection
John Macleod Reserve - Brimbank City Council



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INFRASTRUCTURE



Propped valley construction. No sarking or insulation layer evident.



Props onto masonry loadbearing walls.



Some roofing screws lifting to main roof area



General ridge capping in acceptable condition.

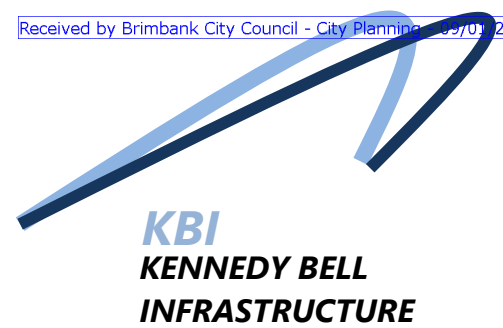
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The attached verandah roof area towards the front of the building incorporates single span rafters onto eaves beams and steel columns. The rafters are joined to the main structure eaves beam using proprietary joist hangars and has standard 70x35 MGP battens over that support the corrugated metal and translucent sheet roofing. The structural members themselves would benefit from painting and ongoing maintenance to enhance their long term design life. The roof sits over a concrete apron slab which is in acceptable condition at present, but does show evidence of cracks propagating away from construction joints. At present these do not form a trip hazard and are considered slight.

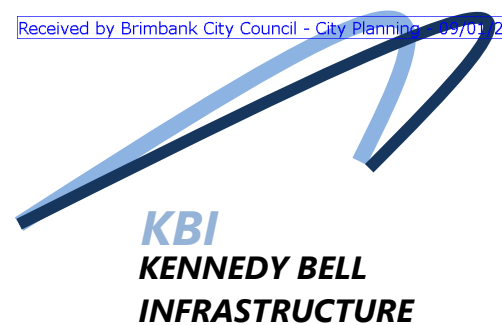


Attached Verandah to front elevation of building.



Members connected using proprietary joist hangars with battens and sheeting over.

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Eaves connection to front members along with suitable downpipe.



Some general shrinkage cracking to slab area.

Site proposals

Remedial works proposals & Timelines

Given the acceptable structural condition of the pavilion structure, no further investigation or remedial works actions are proposed for the site.

General maintenance to keep the pavilion in a usable state should be undertaken on a regular basis to all structural elements.

If the Pavilion is to be used in an ongoing capacity, Brimbank City Council may want to consider development of a scheduled maintenance program so that the structural fabric of the building does not degrade to a point where targeted structural remedial works are required in an urgent scenario.

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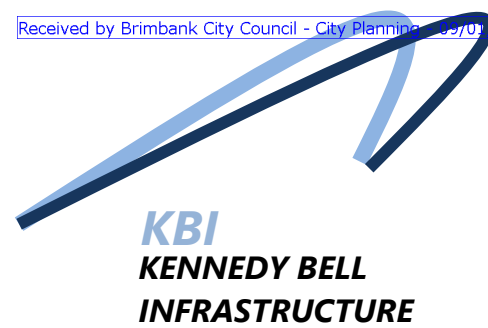
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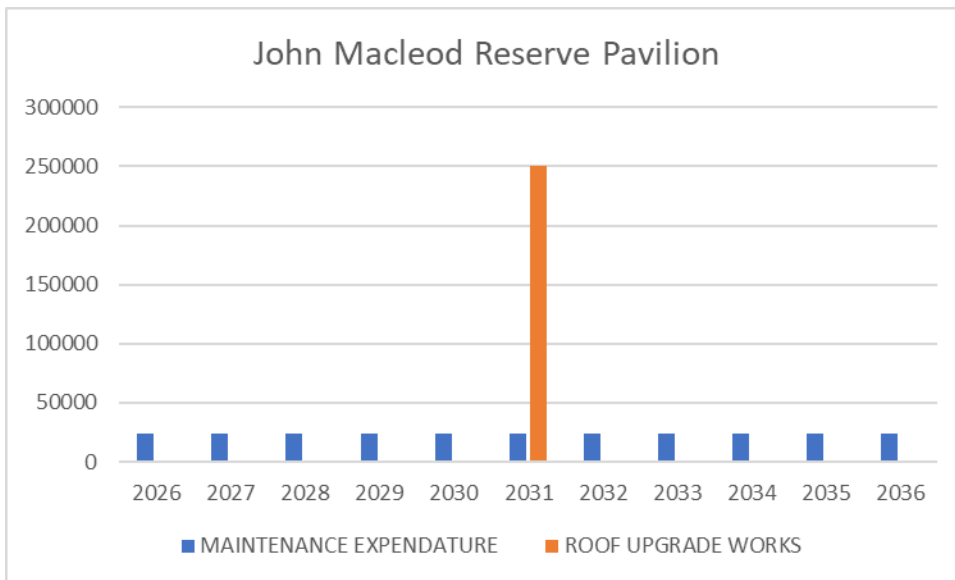
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Outline Remedial works expenditure profile

Consideration could be given to a roof upgrade in the short to medium term and can be incorporated into the overall cost schedule for the site. Costs in the graph assume upgrade is undertaken in 5 years' time. These figures should be read in conjunction with the Macutex Condition Assessment to give an overall view of the structure.



Report prepared by:

Paul Kennedy
Director & Principal Consultant

KBI Kennedy Bell Infrastructure

Extract from AS2870-2011 (Classification of Damage due to Foundation Movement)

AS 2870—2011

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APPENDIX C

CLASSIFICATION OF DAMAGE DUE TO FOUNDATION MOVEMENTS

(Normative)

Classification of damage with reference to wall is given in Table C1. Classification of damage with reference to concrete floors is given in Table C2.

TABLE C1

CLASSIFICATION OF DAMAGE WITH REFERENCE TO WALLS

Description of typical damage and required repair	Approximate crack width limit (see Note 1)	Damage category
Hairline cracks	<0.1 mm	0 Negligible
Fine cracks that do not need repair	<1 mm	1 Very slight
Cracks noticeable but easily filled. Doors and windows stick slightly	<5 mm	2 Slight
Cracks can be repaired and possibly a small amount of wall will need to be replaced. Doors and windows stick. Service pipes can fracture. Weather tightness often impaired	5 mm to 15 mm (or a number of cracks 3 mm or more in one group)	3 Moderate
Extensive repair work involving breaking out and replacing sections of walls, especially over doors and windows. Window frames and door frames distort. Walls lean or bulge noticeably, some loss of bearing in beams. Service pipes disrupted	15 mm to 25 mm but also depends on number of cracks	4 Severe

NOTES:

- Where the cracking occurs in easily repaired plasterboard or similar clad-framed partitions, the crack width limits may be increased by 50% for each damage category.
- Crack width is the main factor by which damage to walls is categorized. The width may be supplemented by other factors, including serviceability, in assessing category of damage.
- In assessing the degree of damage, account shall be taken of the location in the building or structure where it occurs, and also of the function of the building or structure.



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PO BOX 70
Sunshine, Victoria 3020

301 Hampshire Road
Sunshine, Victoria 3020

FORM 10

Regulation 178

Building Act 1993

Building Regulations 2018

EMERGENCY ORDERThis Emergency Order is made under Section 102 of the **Building Act 1993**.

WARNING: THIS ORDER HAS BEEN SERVED IN ACCORDANCE WITH SECTION 236(4A) OF THE BUILDING ACT 1993. UNDER SECTION 236(7) OF THAT ACT, IT IS AN OFFENCE FOR A PERSON TO REMOVE OR DEFACE THIS ORDER WITHOUT THE PRIOR CONSENT OF THE RELEVANT BUILDING SURVEYOR, THE RELEVANT COUNCIL OR THE VICTORIAN BUILDING AUTHORITY. THE MAXIMUM PENALTY FOR THIS OFFENCE IS 500 PENALTY UNITS FOR A NATURAL PERSON AND 2500 PENALTY UNITS FOR A BODY CORPORATE.

TO THE OWNER: Brimbank City Council
OF: 301 Hampshire Road
Sunshine VIC 3020

AND TO THE OCCUPIER:

OF: Old Pavilion Building
783 Ballarat Road
Deer Park VIC 3023

FROM:

I am the Delegate of the Municipal Building Surveyor of Brimbank City Council.

The Delegate of the Municipal Building Surveyor is authorised to cause an Emergency Order to be served on the owner of the Building and Land to which this order applies under Division 1 of Part 8 of the **Building Act 1993**.

LOCATION OF THE BUILDING AND LAND TO WHICH THIS ORDER APPLIES:

Address:	783 Ballarat Road Deer Park VIC 3023 (John McLeod Reserve – Old Pavilion Building)	Lot: 1	TP: 138510T
	Volume: 09788	Folio: 100	Crown Allotment: -
	Section: -	Parish: Derrimut	County: -
Municipal District:	Brimbank City Council		

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ORDER:

I, being the Delegate of the Municipal Building Surveyor, order that:

1. By **5:00pm on Monday 19 January 2026**, the owner and occupier of the Old Pavilion Building at 783 Ballarat Road Deer Park VIC 3023 **must evacuate** the Building.

Note: Evacuation includes removal of all personal belongings of the owner and occupier within the Old Pavilion Building.

2. By **5:00pm on Monday 19 January 2026**, the owner and occupier **must vacate** the Old Pavilion Building at 783 Ballarat Road Deer Park VIC 3023.

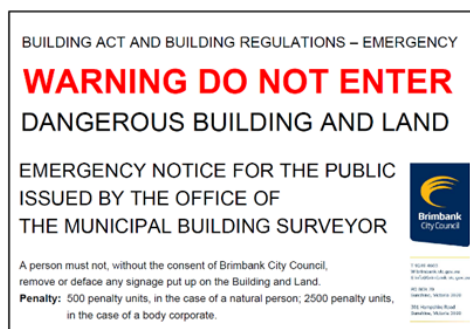
Note: Vacate includes removal of all personal belongings of the owner and occupier within the Old Pavilion Building.

3. By **5:00pm on Tuesday 20 January 2026**, the owner the Old Pavilion Building at 783 Ballarat Road Deer Park VIC 3023, **MUST** carry out the following building work or other work to secure the Building and Land from access:

- 3.1 Install 1.8 metre high robust temporary fencing to the perimeter of the building as shown on the aerial image mark blue below.



- 3.2 Install and display warning signage on the temporary fencing.



4. By **5:00pm** on Monday **2 February 2026**, the owner the Old Pavilion Building at 783 Ballarat Road Deer Park VIC 3023, **MUST** carry out the following building work or other work to make the Building and Land safe:
- 4.1 Abolish building connection from main electrical supply.
 - 4.2 Abolish building connection from main gas supply.
 - 4.3 Abolish building connection from main water supply.

INSPECTION DETAILS:

The date and time of any inspection of the Building and Land carried out by me, as the Delegate of the Municipal Building Surveyor, are:

Time of inspection: On or around 9:00am
Date of inspection: Tuesday 6 January 2026

The date and time of any inspection of the Building and Land carried out, relied on by me as the Delegate of the Municipal Building Surveyor for the purpose of making this order, and the name and qualifications of the person or persons who conducted the inspection, are:

Time of inspection: On or around 9:00am
Date of inspection: Tuesday 6 January 2026
Name of person: Michael Nigido
Qualification of person: Building Surveyor Unlimited
Building practitioner registration No.: BS-U 25918

Time of inspection: On or around 9:00am
Date of inspection: Tuesday 6 January 2026
Name of person: Andrew Ermel
Qualification of person: Building Inspector Unlimited
Building practitioner registration No.: IN-U 1489

REASON(S) WHY THIS EMERGENCY ORDER WAS MADE:

In accordance with section 102 of the **Building Act 1993**, I am of the opinion that this Order is necessary because of a-

Danger to life arising out of the condition of the Building and Land

Danger to property arising out of the condition of the Building and Land

Danger to life arising out of a proposed use of the Building and Land

Danger to property arising out of a proposed use of the Building and Land

5. The old pavilion building is located within an open public reserve. The building has fixed steel wire screens over all doors, windows including emergency exits. The building is exposed and has been subjected to multiple trespass and vandalism attempts attracting anti-social behavior to the public reserve that accommodates sporting activities and children. The risk of people entering and residing within the building is imminent, with difficulty to restrict trespassing and illegal occupation due to limited Police resources posing an immediate danger to property and life in the event of a fire or other emergency.

6. The old pavilion building contains a large amount of asbestos and other hazardous materials throughout its form of construction. A Division 6 Asbestos/Hazardous Materials Audit has been prepared by JTA Health, Safety and Noise Specialists. In the event of a full structural flashover fire caused by trespassing and vandalism, these materials will become friable, airborne and expose all the public and adjoining residential properties to asbestos and other hazardous materials. This will directly impact the ability for people to use the public space that accommodates sporting activities and children. The surrounding residential adjoining properties will also be adversely impacted with major decontamination work and cleaning being required to allow reoccupation of the adjoining properties and public reserve.
7. The building has had many alterations throughout its life span and the building work carried out is now all defective and no longer fit for public or private use. The building work and other work required to bring this building and land into compliance with the Building Act 1993, the Building Regulations 2018, Building Code of Australia 2022 and referenced Australian Standards is not in the public's interest and poses a danger to life, health, safety and property. A new fit for purpose facility pavilion building has been constructed on the land for safe community use.

EMERGENCY ORDER MADE AND SERVED BY:**The Delegate of the Municipal Building Surveyor**

Name: Yakup Erbas
Address: 301 Hampshire Road, Sunshine Vic 3020
Email: info@brimbank.vic.gov.au
Building Practitioner Registration No: BS-U 100236
Municipal District: Brimbank City Council
Signature:



Emergency Order No.: A01 – Evacuation of Building, Public Protection and Abolishment of Services
Date of making: 7 January 2026

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NOTES

1 Display of Emergency Order on the Building and Land

Under Section 236(7) of the Building Act 1993, it is an offence for a person to remove or deface a Building Order from the Building and Land without the prior consent of the Municipal Building Surveyor.

*Penalty: 500 penalty units in the case of a natural person;
2500 penalty units in the case of a body corporate.*

2 Duration of Emergency Order

An Emergency Order remains in force until it is complied with or it is cancelled by the Municipal Building Surveyor under Section 105B of the Act or the Building Appeals Board under Section 142 of the Act.

3 Penalty for Failure to Comply

A person to whom an Emergency Order is directed must comply with that Order under Section 118(1) of the Act.

*Penalty: 500 penalty units in the case of a natural person;
2500 penalty units in the case of a body corporate.*

4 Appeals to the Building Appeals Board

Pursuant to Section 142(3) of *the Act*, an Owner of a Building or Land may appeal to the Building Appeals Board against refusal of the Municipal Building Surveyor to cancel an Emergency Order under Division 1 of Part 8 applying to that Building or Land; or a failure, within a reasonable time, to cancel that Order. In accordance with Regulation 271 of the Building Regulations 2018 the prescribed appeal period is 30 days from the service of this Order.

5 Subsequent Owners of the Building and Land

This Emergency Order is binding on every subsequent Owner of the Building and Land under Section 236 of the Act.

6 Completion of Work Required by Emergency Order

On completion of the work required to be carried out by this Emergency Order, the Owner must notify the Municipal Building Surveyor in writing without delay under Section 120 of *the Act*.

Penalty: 50 penalty units

7 Work may be Carried Out by the Municipal Building Surveyor

If an Owner fails to carry out building work or work as required by an Emergency Order made by the Municipal Building Surveyor, the Municipal Building Surveyor may cause that work to be carried out under Section 121 of the Act.

8 Recovery of Costs

If the Municipal Building Surveyor carries out building work or work as required by an Emergency Order, the Council may recover the costs of carrying out the work in a court of competent jurisdiction as a debt due to the Council under Section 123 of the Act.

9 Police Assistance

The Municipal Building Surveyor may request the assistance of a police officer in removing persons from a Building and Land on which the Municipal Building Surveyor is carrying out any work or taking any action in accordance with an Emergency Order. A police officer may use reasonable force in carrying out this function under Section 124 of the Act.

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The attached notice from Brimbank City Council is important. If you need assistance with this letter in your language, please call TIS National on 131 450. The operator will connect you to a qualified interpreter, who can provide assistance in the language you require. It is recommended that you seek legal advice before you sign any legal documents to ensure you know your legal rights and responsibilities.

Arabic - العربية

الإشعار المرفق من مجلس Brimbank City Council مهم. إذا كنتم بحاجة إلى مساعدة بخصوص هذه الرسالة بلغتكم، فيرجى الاتصال بخدمة الترجمة الكتابية والشفهية الوطنية (TIS National) على 131 450. وسيقوم عامل الهاتف بتوصيلكم بمترجم مؤهل يمكنه تقديم المساعدة باللغة التي تحتاجونها. يُوصى بطلب المشورة القانونية قبل التوقيع على أي مستندات قانونية للتأكد من معرفتكم بحقوقكم ومسؤولياتكم القانونية.

Chin Hakka - Laiṭong

Brimbank City Council sin in thilchihmi theihternak hi a biapi tuk. Hi cakuat hi nangmah holh in rel khawh dingah bawmh na herh ahcun, zaangfahnak in TIS Rampumpi huap (TIS National) kha 131 450 ah chawn. Na chawnhnak fon a tlaitu nih khan a thiam bakmi holhlettu he an pehtlaihter lai i na herhmi holh bawmhnak kha an pek khawh lai. Upadi lei catialmi pawl pakhat khat cung i min na thut hlan ah upadi lei na covo pawl le ttuanvo pawl na hngalh ko ti langhter dingah upadi lei ruahnak cheuhmi na kawh dingah duh piak a si.

Chinese Simplified - 简体中文

随信附上的通知发自 Brimbank City Council，非常重要。如需协助以您的语言理解此信件内容，请致电 131 450 与全国口笔译服务处（TIS National）联系。接线员将接通合资格的口译员，用您的语言为您提供所需的协助服务。我们建议您在签订任何法律文件之前寻求法律意见，以确保您了解自己的法律权利及责任。

Chinese Traditional - 繁體中文

隨信附上的通知發自 Brimbank City Council，非常重要。如需協助以您的語言理解此信件內容，請致電 131 450 聯絡全國口筆譯服務署（TIS National）。接線員將接通合資格的口譯員，用您的語言為您提供所需的協助服務。我們建議您在簽訂任何法律文件之前尋求法律意見，以確保您了解自己的法律權利及責任。

Croatian - Hrvatski

U privitku se nalazi važna obavijest od Brimbank City Councila . Ako trebate pomoć za ovo pismo na vašem jeziku, nazovite Službu za prevodenje i tumačenje (TIS National) na 131 450. Telefonist će vas povezati s kvalificiranim tumačem koji će vam pomoći na vašem jeziku. Preporučamo da zatražite pravni savjet prije nego što potpišete bilo koji pravni dokument kako biste znali za svoja zakonska prava i dužnosti.

Greek - Ελληνικά

Η συνημμένη ειδοποίηση από το Brimbank City Council είναι σημαντική. Εάν χρειάζεστε βοήθεια στη γλώσσα σας γι' αυτό το γράμμα, καλέστε το TIS National στο 131 450. Ο τηλεφωνητής θα σας συνδέσει με ένα πιστοποιημένο διερμηνέα, που μπορεί να σας βοηθήσει στη γλώσσα που χρειάζεστε. Συνιστάμε να ζητήσετε νομικές συμβουλές πριν υπογράψετε οποιαδήποτε νομικά έγγραφα για να βεβαιωθείτε ότι γνωρίζετε τα νομικά δικαιώματα και τις ευθύνες σας.

Italian - Italiano

L'avviso in allegato proviene dal Comune di Brimbank ed è importante. Se avete bisogno di assistenza con questa lettera nella vostra lingua, chiamate TIS National (Servizio di Interpretariato e Traduzione) al numero 131 450. L'operatore vi metterà in contatto con un interprete qualificato, che può fornire assistenza nella lingua richiesta. Si consiglia di richiedere una consulenza legale prima di firmare qualsiasi documento legale, per assicurarsi di essere a conoscenza dei propri diritti e responsabilità.

Macedonian - Македонски

Приложеното известување од Brimbank City Council е важно. Ако ви треба помош на ваш јазик во врска со ова писмо, ве молиме јавете се на TIS National на 131 450. Телефонистот ќе ве поврзе со квалификуван преведувач кој може да ви помогне на јазикот што ви е потребен. Се препорачува да побарате правен совет пред да потпишете кој било правен документ, за да обезбедите дека ги знаете вашите законски права и обврски.

Maltese - Malti

L-avviż meħmuż mill-Brimbank City Council huwa importanti. Jekk għandek bżonn għajjnuna bil-lingwa tiegħek għal din l-ittra, jekk jogħġbok ċempel il-linja nazzjonali għal servizz ta' tradutturri u interpreti (TIS National) fuq 131 450. L-operatur iqabdek ma' interpretu kwalifikat, li jista' jipprovidi għajjnuna bil-lingwa li għandek bżonn. Huwa rrakommandat li tiffittex parir legali qabel ma tiffirma xi dokumenti legali biex tiżgura li taf id-drittijiet u r-responsabbilitajiet legali tiegħek.

Vietnamese - Tiếng Việt

Thông báo đính kèm là thông báo quan trọng của Brimbank City Council. Nếu cần người giúp mình về bức thư này bằng ngôn ngữ của mình, xin quý vị gọi cho TIS Toàn quốc (TIS National) qua số 131 450. Nhân viên tổng đài sẽ kết nối quý vị với thông dịch viên chuyên nghiệp, có thể giúp đỡ bằng ngôn ngữ quý vị yêu cầu. Quý vị nên tìm người tư vấn về pháp lý trước khi ký giấy tờ pháp lý để bảo đảm quý vị biết các quyền hạn và trách nhiệm pháp lý của mình.