

INFORMATION SHEET / CHECKLIST

What you need to provide with a Building Permit application for **Domestic Building Works** (New Dwelling or Extension/Alteration to existing dwelling)

All plans must be prepared by a registered building practitioner in the appropriate category.

1. Appointment of Relevant Building Surveyor Form, where the applicant is the builder (Completed & Signed).
2. Application for Building Permit (Form 1) - (Completed & Signed).
3. Certificate of Title, Plan of subdivision (allotment plans) & the relevant title instruments (Covenant, Section 173 Agreement, MCP etc.). <https://www.landata.vic.gov.au/>
4. Full name and contact details (address, email, phone, registration number (for the building practitioners)) of the owner, agent (where applicable), builder, architectural draftsmen or architect, engineer etc.
5. Domestic Building Insurance Certificate and copy of the Domestic Building Contracts where cost exceeds \$16,000 (Not applicable to Owner builders or Commercial Building Works).
6. Where applicable, Owner Builder 'Certificate of Consent' from VBA (applicable for domestic building work over \$16,000) detailed owner builder cost breakdown, including materials and labour based on commercial rates or two written quotes from registered building practitioners including all proposed works and services.
7. Where applicable, Town Planning Permit along with endorsed plans and other approve documents or written planning advice form the relevant council.
8. Where applicable, Developers Approval (DA) and Stamped Plans (in accordance with Restrictive Covenant for the estate).
9. Property information from the local council (Regulation 51(2) – flood prone, designated land, termites etc.
10. Storm Water Legal Point of Discharge (Regulation 133) from the local council.
11. Sewer and drainage details - offset, depth & size (where applicable).
12. ARCHITECTURAL DESIGN: Fully dimensioned architectural plans and elevations showing floor & site levels, dimensions, details of buildings on adjoining allotments heights, construction details, sectional elevations, site cut/fill light & ventilation analysis, sanitary facilities, setbacks, site coverage, building heights and siting, car parking, overlooking and overshadowing, termite barrier, specific BAL construction requirements (where applicable), lighting load calculations and layout plans, site analysis table including site/allotment area, existing and proposed floor area, site coverage, permeability, garden area etc.
13. ENGINEERING DESIGN - Structural drawings (footings, frame (lintels, bracing, details, sections etc.), soil/geotechnical reports including, computations, Reg. 126 Certificate of Compliance-Design etc.
14. Energy Rating Reports along with endorsed drawing prepared by registered energy rater.
15. Other document (where applicable).
 - Bushfire Assessment Report (BAL report).
 - Report & Consent documents from council (sitting).
 - Report & Consent documents to build over an easement (Council, Water Authority).
 - Land Surveyor plan by Licensed Land Surveyor.
 - Protection of adjoining property (Forms 7&8).
 - Details for the protection of the public.
 - Section 29A Consent (for alterations and extensions).
 - Approval to install (or upgrade) a septic system.

Note: Min \$1000, non-refundable deposit (ex GST) is required at appointment of Relevant Building Surveyor and summation of Building Permit Application.