

Application Checklist

Dwelling

Building Act 1993, Building Regulations 2018

Note: This is not a complete or exhaustive checklist. Additional items may be required once the assessment of the application has been completed.

Project details

Applicant / company

Project address

Date

Documents Required

Tick each item once included

1 Completed Application Form (Form 1) and Application Assessment Fee (as quoted) **MUST** be paid at time of application (will be deducted from final permit fee). Note: the application form must include owner and builder details plus the estimated cost of works. ☐

2 Letter of Appointment (to be signed by owner/s). ☐

3 Town Planning inquiry from the relevant council (letter or details of person in Council you have spoken with). If a Planning Permit is required, provide two copies of the Town Planning Permit and endorsed drawings. ☐

4 Provide a current copy (within last 90 days) of the Certificate of Title and Plan of Sub-division for the allotment including any applicable Covenants or Section 173 Agreements including evidence of ownership. ☐

5 Legal Point of Discharge Advice under Reg 133 obtained from Council. ☐

6 Provide a copy of the Property Information, under Reg 51(2), that applies to the allotment. **This information must be obtained from Council** and must contain the information relating to flooding under Reg 153 and 154. ☐

7 Working Drawings and Specifications including but not limited to:
 - Site area calculations including permeable areas of the allotment
 - Car parking provisions
 - North position
 - Show position, size and type of windows on adjoining allotments
 - Shadow/overlooking diagrams
 - Existing conditions
 - All dimensions and setbacks to boundaries
 - Elevations showing wall heights
 - Sections showing ceiling heights
 - Floor levels/step heights
 - Location/width of easement/s
 - Wall types and flooring ☐

8 Engineering Drawings, Computations, Wall Bracing Design and Certification. For multiple units on a site, storm water drainage design will also be required. ☐

9 Energy Efficiency 7-Star Report and stamped plans. Solar HWS or 2000lt Rainwater Tank connected to all flushing toilets required for all new dwellings. ☐



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North East Building Approvals

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Required documents continued

Tick each item once included

10 Council or Relevant Authorities consents for siting/build over easement etc (if applicable). ☐

11 Soil Report. ☐

12 Re-establishment survey and site contour survey. ☐

13 Builders Warranty Insurance and copy of Building Contract (if **registered builder** carrying out works over \$16,000), OR if **owner-builder**, a certificate from the Victorian Building Authority (VBA) if cost exceeds \$16,000. Phone VBA on 1300 815 127 for further info on Owner Builder Certificates. ☐

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