

Application Checklist

Verandah / Carport / Garage / Sheds

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

Required documents

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 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. ☐
- 6 Working Drawings and Specifications. The following information will be required:
 - Location of the proposed works including setbacks to boundaries as well as location of existing structures on the property
 - Calculation of site area and building coverage (if close to 50%)
 - Indicate permeable parts of the allotment (for example grass, garden etc if these areas equate to less than 30% of the site area)
 - North position
 - If proposed building is situated on the property boundary, indicate approximate location of buildings on the adjoining property (if neighbour is within 3m of your southern boundary, OR 2m in any other case)
 - Elevations showing building height
 - Fire rating details for walls/structures within 900mm of boundaries (where required)☐
- 7 Engineering Drawings, Computations and Reg 126 Certificate of Compliance. ☐
- 8 Council or Relevant Authorities consents for siting/build over easement etc (if applicable). ☐
- 9 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. ☐

Office use / notes