



Document application checklist

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Building Act 1993

Building Regulations 2018

DOCUMENT	TICK
Completed Application Form (Form 1) with the Application Assessment Fee	
Application form to include Owner's and builder's details + estimated cost of works	
Letter of Appointment (to be signed by owner/s)	
Copy of the Town Planning inquiry from the relevant council, either in the form of a letter or provide the details of the person in the Council that you have spoken with regarding the inquiry. Additionally, if a Planning Permit is required, kindly provide two copies of the Town Planning Permit and the endorsed drawings.	
Up-to-date copy, issued within the last 90 days, of the Certificate of Title	
Copy of plan of Sub-division for the specific allotment. Additionally, include any relevant Covenants or Section 173 Agreements that may apply to the property. It is important to include evidence of ownership along with these documents.	
<p>Please provide the following information in relation to the Working Drawings & Specifications:</p> <ul style="list-style-type: none"> ❖ Location of the proposed works, including the setbacks to boundaries and the position of existing structures on the property. ❖ Subfloor clearance. ❖ Location, size and type of windows on adjoining allotments. ❖ Indication of the north position on the drawings. ❖ Fire rating details for walls or structures within 900mm of boundaries, if and where required ❖ Calculation of site area 	
Engineering Drawings, Computations & Reg 126 Certificate of Compliance. Design to include but not limited to: member schedule, footing design, height etc.	
Soil report	
Bush Fire assessment level (if applicable)	
If structure is to be built on an easement, provide build over easement consent from the relevant authority.	
Please obtain a copy of the Property Information, as required under Regulation 51(2), from your local Council. This document should include information pertinent to the allotment, specifically regarding flooding as outlined in Regulations 153 and 154.	
Builders Warranty Insurance: If the works are being carried out by a registered builder and the total cost exceeds \$16,000, please include a copy of the Builders Warranty Insurance.	

<p>Building Contract: If the works are being carried out by a registered builder and the total cost exceeds \$16,000, please provide a copy of the Building Contract.</p> <p>OR</p> <p>Owner-Builder Certificate: If you are acting as an owner-builder and the total cost of the works exceeds \$16,000, please obtain a certificate from the Victorian Building Authority (VBA). This certificate serves as proof of your eligibility to undertake the building works as an owner-builder.</p> <p>Phone VBA on 1300 815 127 for info on Owner Builder Certificates.</p>	
Site survey and contours	
Fees to be paid upon application	

NOTES:

1. Additional documentation and information may be required upon completion of assessment.
2. Please contact us if you require any information or clarification.