



Document application checklist

Fences

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	
Bush Fire attack level report	
Soil report	
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.	
Please provide the following information in relation to the Working Drawings & Specifications: <ul style="list-style-type: none"> ❖ Elevations ❖ Site plan showing location, length of fence 	
Engineering Drawings to include but not limited to: footing design, Computations & Reg 126 Certificate of Compliance.	
Council or Relevant Authorities consents for siting/build over easement etc (if applicable)	
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. 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. OR 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. Phone VBA on 1300 815 127 for info on Owner Builder Certificates.	
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.