



Document application checklist

New dwelling

Building Act 1993

Building Regulations 2018

DOCUMENT	TICK
Completed Application Form (Form 1) with the Application Assessment Fee (as quoted) MUST be paid at time of application	
Application form to include Owner's and builder's details + estimated cost of works	
Letter of Appointment <i>(to be signed by owner/s)</i>	
Developer's approval <i>(if applicable)</i>	
Community infrastructure Levy receipt <i>(please check with Council if applicable), If not applicable, please submit comment from Council.</i>	
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.	
Legal point of discharge information under Reg 133 obtained from your local Council	
<p>Please provide the following information in relation to the Working Drawings & Specifications to include the following but not limited to:</p> <ul style="list-style-type: none"> ❖ Site area calculations incl. 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 and width of easement/s. ❖ Wall types & flooring ❖ Roofing type and all specifications ❖ Wall cladding specifications ❖ Timber or steel framing schedule 	
Engineering Drawings, Computations, Wall Bracing Design & Certification. Please add all related documentation such as floor joist layout, roof truss layout etc.	

Council or Relevant Authorities consents for siting/build over easement etc (if applicable)	
Sewer main details/approval to install septic system for allotments where sewer not available.	
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.	
Energy Efficiency 6-Star Report & stamped plans. Solar HWS or 2000lt Rainwater Tank connected to all flushing toilets required for all new dwellings.	
Soil report from a geotechnical Engineer	
Allotment survey	
Bushfire attack level report (BAL) in accordance with AS3559	
<p>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> <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>	
Fees to be paid upon application	

NOTES:

1. Building works **MUST NOT** start before the issuing of the building permit.
2. Additional documentation and information may be required upon completion of assessment.
3. Please contact us if you require any information or clarification.