

Document application checklist

Sheds/carports/garages/verandahs

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 (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	
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. ❖ Calculation of the site area and building coverage, particularly if the building coverage is approaching 50%. ❖ Identification of permeable areas on the allotment, such as grass or gardens, if these areas make up less than 30% of the site area. ❖ Indication of the north position on the drawings. ❖ If the proposed building is situated on the property boundary, please indicate the approximate location of buildings on the adjoining property. This is especially important if the neighbouring property is within 3 meters of your southern boundary or within 2 meters in any other case. ❖ Inclusion of elevations showing the building height. ❖ Fire rating details for walls or structures within 900mm of boundaries, if and where required 	
Engineering Drawings, 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.	

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