

INFORMATION TO BE LODGED FOR BUILDING PERMITS

DWELLINGS

1. Application form for Building Permit to be completed and signed showing all building practitioners and relevant registration numbers.
2. Copy of Title and Titles Office approved Plan of Subdivision, Covenants or Agreements.
Note: (On-line Covenants and Agreements are called “Instruments”) For any enquiries re copy of title, contact Land Titles Office, 570 Bourke Street, Melbourne. Phone: 8636 2010 – or website: www.landata.vic.gov.au
3. Covenant details, building envelopes and developers consent where appropriate.
4. Evidence of ownership as indicated on Title, Contract of Sale or Solicitors letter.
5. Insurance cover for domestic work pursuant to the Domestic Building Contracts Act 1995 if a registered builder is engaged for the project.
6. If the project is to be built as an owner builder a certificate of consent from the Building Practitioners Board. (For further information you can contact the Building Practitioners Board on 1300 815 127).
7. Copy of town planning permit and endorsed plans where applicable.
8. Three copies of site and soil investigation report.
9. Three copies of complete architectural and site plans (please see next page).
10. Three copies of energy efficiency reports and endorsed plans.
11. Three copies of footing details including computations where applicable. NOTE: Footing plan to be certified by a qualified engineer.
12. Three copies of structural plans and relevant computations together with a Certificate of Compliance – Design by a registered engineer if applicable.
13. Three copies of general specifications.
14. Fees to be paid at lodgement of application.
15. A State Government levy is applicable for works in excess of \$10,000.
16. An Infrastructure Recovery Charge for works located in declared areas if applicable.
17. Bushfire attack level assessment in accordance with AS 3959. If located in an area designated as subject to bushfire attack.

NOTE: In all cases, the plans must include a site plan showing the location of all existing buildings on the allotment, siting of proposed building works, method of drainage, construction details, location of neighbours habitable room windows, overlooking diagrams, overshadowing diagrams, carparking facilities and permeability details. Refer to Council’s “General Siting Requirements for single dwellings and outbuildings” or the Building Regulations for further details.

The above document list is a basic guide only and in some cases additional information may be required.

Each complete set of drawings is to include:

- i. A copy of drawings showing the plan at each floor level, elevations, sections, dimensions, the sizes and locations of structural members to a scale of not less than 1:100, together with any details that are necessary to show compliance to a scale of not less than 1:20, or other approved scales:
- ii. A copy of allotment plan to a scale of not less than 1:500 or other approved scale, showing the matters set out below: (a to h).
 - a) The boundaries and dimensions of the allotment and any relevant easements; and
 - b) The distance to the nearest intersecting street; and
 - c) The position and dimensions of the proposed building and its relationship to -
 - (i) the boundaries of the allotment; and
 - (ii) any existing building on the allotment; and
 - (iii) any part of a building or land on an adjoining allotment where necessary to show compliance with the Act and these Regulations; and
 - d) The levels of the allotment, the floors of the building, street drainage channel and stormwater drain; and
 - e) The layout of drains to the point of discharge on the allotment together with details necessary to show compliance with the Act and these Regulations; and
 - f) The location, dimensions and area of impermeable surfaces covering the allotment; and
 - g) The location and dimensions of car parking spaces; and
 - h) The location, dimensions and area of private open space.
- iii. A copy of specifications describing materials and methods to be used in the construction: and
- iv. A copy of any computations or reports necessary to demonstrate that the building would, if constructed in accordance with the computations and reports, comply with the Building Regulations together with a Certificate of Compliance-Design.

If you have any queries contact the Building services Department on 9742 0718.