



The following information will be required prior to issuing a building permit.

- Completed Building Permit Application Form.
- Soil Report (Required for all new and extensions).
- Copy of the current title/plan of subdivision
 - Plus any covenants and 173 agreements.
- Building Plans
 - Each floor level.
 - Section through (fully detailed).
 - Smoke Alarms.
 - Size and stress grade of structural materials.
 - Elevations.
 - Specifications.
 - Summary of BAL requirements.
 - Summary of HER requirements.
- Site Plan
 - Boundaries and dimensions.
 - Position of proposed buildings.
 - All other buildings on the site.
 - Overlooking/Overshadowing (if required).
 - Drainage Details.
 - Setbacks from all boundaries.
 - Neighbours Dwellings (inc setbacks and habitable room windows).
- Build over easement consent from both
 - Council.
 - Water Authority.
- House Energy Rating (HER).
 - HER Report.
 - HER endorsed plans.
- Bushfire Attack Level (BAL) assessment (if applicable).
- Form 7 and 8 protection works notices (if applicable), fully completed and signed
- Planning Permit
 - Written document (with all conditions)
 - Endorsed Plans
 - Endorsed Drainage Plan.
 - Endorsed Landscape Plan.
- Engineering
 - Design Plans
 - Computations
 - Compliance Certificate
- Builder
 - Domestic builder insurance certificate (over \$16,000)
 - Excerpt of building contract (showing the name of the builder being the same as shown of the insurance certificate)
- Owner Builder
 - Owner builder consent certificate from the VBA (over \$16,000)
 - Provide a full cost breakdown for all works including all labour, materials and GST.
- \$330 (GST inc) non-refundable deposit)

Upon assessment further information may be required.