

Application Checklist

(Verandah/Carport/Garage/Sheds)

Building Act 1993, Building Interim Regulations 2017

NOTE: This is not a complete or exhaustive checklist. Additional items may be required once the assessment of the application has been completed.

Document	Copies	Tick
Application Form & \$220 deposit MUST be paid at time of application (will be deducted from final permit fee).	1	
Letter of Appointment (to be signed by owner/s)	1	
Town Planning inquiry from the relevant council (letter or details of person in Council you have spoken with). If Planning Permit is required, provide two copies of the Town Planning Permit and endorsed drawings.	2	
Provide a current copy (within last 90 days) of the Certificate of Title and Plan of Sub-division for the allotment including any applicable Covenants or Section 173 Agreements incl. evidence of ownership.	3	
Provide a copy of the Property Information, under Reg 326(2), that applies to the allotment. This information must be obtained from Council and must contain the information relating to flooding under Reg 802 & 806.	1	
Working Drawings & Specifications The following information will be required: <ul style="list-style-type: none"> ▪ Location of the proposed works incl. setbacks to boundaries as well as location of existing structures on the property ▪ Calculation of site area and building coverage (if close to 50%); ▪ Indicate permeable parts of the allotment (ie grass, garden etc if these areas equate to less than 30% of the site area); ▪ North position; ▪ If proposed building is situated on the property boundary, indicate approx location of buildings on the adjoining property (if neighbour is within 3m of your southern boundary, OR 2m in any other case); ▪ Elevations showing Building Height ▪ Fire rating details for walls/structures within 900mm of boundaries (where required) 	3	
Engineering Drawings, Computations & Reg 1507 Certificate of Compliance (if required). Alternatively, detailed structural drawings specifying structural members and footings.	3	
Council or Relevant Authorities consents for siting/build over easement etc (if applicable)	2	
Builders Warranty Insurance & copy of Building Contract (if registered builder carrying out works over \$16,000), OR if owner-builder , a certificate from the Victorian Building Authority (VBA) if cost exceeds \$16,000. Phone VBA on 1300 815 127 for further info on Owner Builder Certificates.	3	
Fees (to be paid prior to the issue of the Building Permit) <ul style="list-style-type: none"> ▪ Cash ▪ Visa / Master Card ▪ Cheque 		