



GENERAL INFORMATION REQUIRED TO BE SUBMITTED FOR BUILDING PERMIT APPLICATIONS (SMALL STRUCTURES)

This summary page can be submitted with your application as a record of the documents submitted for approval.

Project Address.....

Applicant

Proposed Development.....

No	Documents Required	✓
1	Application Form completed and signed (PDF format)	
2	Certificate of Title and/or plan of subdivision, and covenants or section 173 agreements that may be listed on the title, this can be obtained from www.landata.vic.gov.au	
3	If the total value of works (materials and labour) is greater than \$16,000 then a owner builder Certificate of Consent is required from the Victorian Building Authority for owner builder projects. (Refer to http://www.vba.vic.gov.au/ for owner builder consent)	
4	Domestic builders insurance certificate from the builders insurer for projects over \$16,000	
5	Working drawings, including site plan	
6	Engineering design, computations & certificate of compliance for proposed building work addressed to Steven Esler as the Relevant Building Surveyor	
7	Planning permit and endorsed plans if applicable	
8	Timber framing schedule and construction details	
9	Bushfire assessment is required to determine the BAL (bushfire attack level) if your property is in a designated bushfire prone area	
10	Council property information	
11	Melbourne Water flooding information	

Should you have any queries please contact our office at your convenience.

GENERAL NOTES:

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