

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 & Appointment Letter completed and signed by Owner (s) | |
| 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 | Council Property Information 51.2 (Termite, flooding Bushfire etc...) | |
| 4 | Working Drawings, including Site Plan | |
| 5 | Engineering Plans, Computations & Certificate of Compliance for proposed building work addressed to:- Steven Esler 1/170 Forster Road Mount Waverley VIC 3149 as the Relevant Building Surveyor | |
| 6 | Owner Builder Certificate of Consent will be required if you are completing this project as an Owner Builder and the cost of works are greater than \$16,000. This is obtained from the Victorian Building Authority. (Refer to https://www.vba.vic.gov.au/owner-builders/application-process-explained) | |
| 7 | Domestic builders insurance certificate from the builders insurer for projects over \$16,000 | |
| 8 | Copy of the Major Domestic Building Contract if cost of works are over \$16,000 | |
| 9 | Planning permit and endorsed plans if applicable | |
| 10 | Timber framing schedule and construction details | |
| 11 | Bushfire assessment is required to determine the BAL (bushfire attack level) if your property is in a designated bushfire prone area | |
| 12 | Melbourne Water flooding information | |

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

GENERAL NOTES:

.....

.....

.....