

INFORMATION TO ACCOMPANY AN APPLICATION
(SHED/CARPORT/GARAGE)

1. **APPLICATION FORM** *Completed, signed and dated*
2. **APPOINTMENT OF BUILDING SURVEYOR**
3. **ARCHITECTURAL DRAWINGS**
 - *Plan at each floor level with dimensions (scale 1:100 min)*
 - *All elevations (scale 1:100 min)*
 - *Sections (scale 1:100 min)*
 - *The size & locations of structural members*
 - *Any additional details to show compliance (scale 1:20)*
 - *Site / allotment plan showing dimensions (of allotment), relevant easements, distance to intersecting street, location of proposed building and any existing buildings on site*
 - *Levels of proposed allotment, proposed floor level(s)*
 - *Legal point of discharge to be shown/noted on site/allotment plan*
 - *Details of adjoining developments showing; boundary, habitable windows & distances from boundary, fence details (including height & type), offset from front boundary*
 - *Levels of the allotment and floors, layout of drains and discharge point (scale 1:500)*
 - *Details showing compliance with Part 5 siting requirements*
3. **SPECIFICATIONS** *Describe materials and methods to be used in construction*
4. **ROOF TRUSS PLAN** *Showing bracing and truncated / girder truss locations*
5. **COMPUTATIONS** *For any structural members not within codes together with Certificate of Compliance (Form 126)*
6. **LEGAL POINT OF DISCHARGE** – *From your local council, stormwater to legal point of discharge to be shown on Site Plan.*
7. **CERTIFICATE OF TITLE** *(Current copy, no more than 7 days old) Evidence of ownership, including plan of sub-division and/or survey plan of existing conditions, Covenants and 173 Agreements, if applicable*
8. **PLANNING PERMIT** *(copy only) If applicable*
9. **BUILDERS WARRANTY INSURANCE** *If cost of building works is \$20,000, or more.*

10. **COPY OF BUILDING CONTRACT** *If registered builder engaged and contract price exceeds \$10,000. Copy of contract to be provided along with application, if cost of works is \$20,000 or more.*
11. **OWNER BUILDER DECLARATION**
12. **OWNER BUILDER CONSNET** *Owner builders will require a Certificate of Consent from the Victorian Building Authority for works over \$20,000 or more*
13. **BAL LEVEL (BUSHFIRE ATTACK LEVEL)** – If the proposed is less than 6m from dwelling and in bushfire prone area .
14. **BUILDING PERMIT FEES TO BE PAID.**

Depending on the development proposed, additional information may be required to fully assess the application

Please contact our office if you are having difficulty with your application