



INFORMATION TO ACCOMPANY AN APPLICATION (DWELLING)

The following information must be submitted with your application*:

- 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), existing conditions, 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 and stormwater exiting to legal point of discharge.*
 - *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)*
 - *The location, dimensions and area of private open space for the purposes of regulation 86.*
 - *The location, dimensions and area of impermeable surfaces covering the allotment if necessary for the purposes of regulation 77.*
 - *The location, dimensions of car parking spaces for the purposes of regulation 78.*
- 4. SPECIFICATIONS** *Describe materials and methods to be used in construction*
- 5. SOIL REPORT** *Show soil classification*
- 6. SOIL PERCOLATION TEST & PERMIT TO INSTALL/ALTER A SEPTIC TANK OR REPORT AND CONSENT REGULATION 132.**
If applicable
- 7. COMPUTATIONS AND DESIGN** *For any structural members not within building code, together with Certificate of Compliance (Reg 126)*
- 8. ROOF TRUSS PLAN** *Showing bracing and truncated / girder truss locations*
- 9. SIX STAR ENERGY RATING & STAMPED PLANS** *From an accredited energy rater*
- 10. BUILDERS WARRANTY INSURANCE** *If cost of building works is \$20,000, or more.*

11. **COPY OF BUILDING CONTRACT.** *Copy of contract to be provided with application, if cost of works is \$20,000 or more.*
12. **EVIDENCE OF CURRENT REGISTRATION** *for registered practitioners*
13. **OWNER BUILDER DECLARATION**
14. **OWNER BUILDER CONSENT** *Owner builders will require a Certificate of Consent from the Victorian Building Authority if cost of works is \$20,000 or more*
15. **PLANNING PERMIT & STAMPED PLANS** *If applicable ***
16. **BUSHFIRE ATTACK LEVEL REPORT** *If applicable***
17. **BUSHFIRE MANAGEMENT STATEMENT** *If applicable***
18. **WATERBOARD AUTHORITY CONSENT AND ASSET PLAN** *If applicable***
19. **LEGAL POINT OF DISCHARGE (REGULATION 133 (2))** *from relevant authority***
20. **PROPERTY INFORMATION REQUEST (REGULATION 51 (2))** *from relevant authority***
21. **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. . Please indicate on your application form if you would like EGBP to source these documents***
22. **\$10,000 BOND –** *Cheque addressed to the Victorian Building Authority, (Only for Relocatable Dwelling)*
23. **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