

INFORMATION TO ACCOMPANY AN APPLICATION

(COMMERCIAL)

1. **APPLICATION FORM** *Completed, signed and dated*
2. **APPOINTMENT OF BUILDING SURVEYOR** *Completed, signed and dated*
3. **CERTIFICATE OF TITLE** (Current copy, no more than 30 days old) Evidence of ownership, including plan of sub-division, Covenants and 173 Agreements. Please indicate on your application form if you would like EGBP to source these documents**
4. **PROPERTY INFORMATION REQUEST (REGULATION 51 (2))** from relevant authority
5. **LEGAL POINT OF DISCHARGE (REGULATION 133 (2))** *from relevant authority*
6. **OWNER BUILDER DECLARATION**
7. **EVIDENCE OF REGISTERED BUILDERS CURRENT REGISTRATION**
8. **ARCHITECTURAL DRAWINGS**
 - *Plan at each floor level with dimensions including the floor area (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.*
 - *Levels of the allotment and floors, layout of drains and discharge point (scale 1:500)*
 - *Location of fire walls if applicable*
 - *Fire hose reel system design*
 - *Fire hydrant system design*
 - *Emergency lights*
 - *Exit signs*
 - *Disabled toilet location and details*
 - *Fire extinguisher location and size*
 - *Protection of the public (i.e. hoarding) location and details*
9. **SPECIFICATIONS**
10. **SOIL REPORT**
11. **SOIL PERCOLATION TEST & PERMIT TO INSTALL/ALTER A SEPTIC TANK OR REPORT AND CONSENT REGULATION 132** *If applicable*
12. **STRUCTURAL ENGINEERING PLANS, COMPUTATIONS AND CERTIFICATE OF COMPLIANCE (Form 126)**
13. **HYDRAULIC, MECHANICAL AND CIVIL ENGINEERING PLANS, COMPUTATIONS AND CERTIFICATE OF COMPLIANCE (Form 126)** *If applicable*
14. **ROOF TRUSS PLAN** *If applicable*

- 15. FIRE ENGINEERS REPORT** *If applicable*
- 16. PART J REPORT** *If applicable*
- 17. PLANNING PERMIT & STAMPED PLANS** *If applicable*
- 18. WATERBOARD AUTHORITY CONSENT AND ASSET PLAN** *If applicable*
- 19. 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

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