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**DOCUMENTATION REQUIRED FOR A**

**NEW DWELLING**

**BUILDING PERMIT**

Please provide the following information as part of your Building Permit Application, which can be lodged via email to [adrian@viccentral.com.au](mailto:adrian@viccentral.com.au).

Alternatively, a User Name and Password can be provided upon request to allow online management of your building permit application via the Applicant Login at [www.viccentral.com.au](http://www.viccentral.com.au)

1. Completed Building Permit Application Form(Form 1)
2. Copy of Title, Plan of Subdivision & any relevantcovenants and/or 173 agreements.

Other evidence of ownership will be required if names are not listed on the Title (Rates Notice, etc)

1. Domestic Building Insurance (Registered Building Practitioners)

OR

Owner Builder Certificate of Consent (for works over $16,000) – To be obtained from the Victorian Building Authority [www.vba.vic.gov.au](http://www.vba.vic.gov.au)

1. From relevant council:

* Planning Permit with endorsed plans (if applicable)
* Legal Point of Discharge (we may apply for this on your behalf upon request)
* Approval to Install/Alter a Septic Tank System (if applicable)
* Report and Consent – Siting matters, building over easements, etc, (if applicable)
* Demolition Consent - 29A (if applicable)

1. Coliban Water application for sewer and water connection (if applicable)
2. Bushfire Attack Level Report (if applicable)
3. Protection Works Documentation – Form 7 & 8 (if applicable)
4. Energy Rating Report with endorsed plans
5. Soil Report
6. Engineers design and certification (slab & footings, structure steel, Garage T-bar lintel, articulation joints, sheds, retaining walls, etc)
7. Project Specifications
8. Full set of Construction Plans to include the following:

* Site plan indicating: All boundaries, site dimensions, easements, fill/cut, site levels,

finished floor levels, DP/Storm water drainage plans to LPOD, existing and proposed buildings,

adjoining allotments (existing building/vacant), overshadowing effects of proposed work.

* Floor plan, Sections, Elevations
* Structural details and layout
* Wall framing, bracing layout and calculations