

The following documents will be required prior to issuing a Building Permit:

- Completed Building Permit Application (Form 1)
- Confirmation of Appointment – completed and signed by the owner
- Soil Report
- Current Copy of Title and Title plan
<https://www.landata.vic.gov.au>
 - o Plus any covenants and 173 agreement
- A recent Re-establishment Survey Plan prepared by a licensed land surveyor (if applicable)
- Architectural Plans
 - o Each floor level
 - o Section through (fully detailed)
 - o Smoke alarms
 - o Size and stress grade of structural materials
 - o Elevations
 - o Specifications
 - o Summary of BAL requirements (if applicable)
 - o Summary of Home Energy Rating requirements
- Site Plan
 - o Boundaries and dimensions
 - o Position of proposed buildings
 - o All other buildings on site
 - o Overlooking/overshadowing (if required)
 - o Drainage details
 - o Setbacks from all boundaries
 - o Neighbour's dwellings (including setbacks and habitable room windows)
- Build over easement consent from both (*if required*)
 - o Water Authority
 - o Council
- Engineering
 - o Structural Plans
 - o Structural Computations
 - o Engineers Compliance Certificate (Reg. 126)
- House Energy Rating (HER)
 - o House Energy Rating Report
 - o House Energy Rating Endorsed Plan
- Report and Consent for proposed demolition (Section 29A) (*if applicable*)
- Bushfire Attack Level (BAL) assessment or Bushfire Management Overlay (BMO) report (*if applicable*)

- Form 7 & 8 - Protection Works Notices, completed and signed (*to be determined by RBS*)
- Report & Consent (*if applicable for non-compliant siting requirements*)
- Septic tank permit issued by council (*if applicable*)
- Planning Permit (*If required*)
 - o Planning permit with all conditions
 - o Endorsed plans
 - o Endorsed drainage plan
 - o Endorsed landscape plan
- Builder
 - o Domestic Builder Insurance Certificate
 - o Building contract (showing name of builder, to be the same as shown on the insurance certificate)
- Owner Builder
 - o Owner Builder Consent Certificate from the VBA (over \$16000.00)
<https://www.vba.vic.gov.au>
Provide cost of works for all works, including labour, materials, and GST
 - o Owner Builder Consent Form
- \$550.00 (GST included) non-refundable deposit

Further information may be required upon assessment of documents