

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

- Completed Building Permit Application
- Confirmation of Appointment
- Soil Report
- Current Copy of Title/ Title plan  
<https://www.landata.vic.gov.au>
  - Plus any covenants and 173 agreement
- Architectural plans
  - Each floor level
  - Section through (fully detailed)
  - Smoke alarms
  - Size and stress grade of structural materials
  - Elevations
  - Specifications
  - Summary of BAL requirements (*if applicable*)
  - Summary of Home Energy Rating requirements
- A recent Re-establishment Survey Plan prepared by a licensed land surveyor (*if applicable*)
- Site Plan
  - Boundaries and dimensions
  - Position of proposed buildings
  - All other buildings on site
  - Overlooking/overshadowing (if required)
  - Drainage details
  - Setbacks from all boundaries
  - Neighbour's dwellings (including setbacks and habitable room windows)
- Build over easement consent from both
  - Water Authority
  - Council
- Engineering
  - Structural Plans
  - Compliance Certificate (Reg. 126)
  - Structural Computations
- House Energy Rating (HER)
  - House Energy rating Report
  - 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*)
  - Planning permit with all conditions
  - Endorsed plans
  - Endorsed drainage plan
  - Endorsed landscape plan
- Builder
  - Domestic Builder Insurance Certificate (over \$16000.00)
  - Excerpt of building contract (showing name of builder, to be exactly the same as shown on the insurance certificate)
- Owner Builder
  - 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
  - Owner Builder Consent Form
- \$550.00 (GST included) non-refundable deposit

**Further information may be required upon assessment of documents**