



NEW DWELLINGS & ADDITIONS PERMIT APPLICATION GUIDE

To avoid unnecessary delays in processing your building permit application, this guide has been compiled to identify the minimum information required to be submitted with an application for a building permit. Please note this guide is not comprehensive and further information may be requested upon review of the application.

- Owner Builders must obtain a 'Certificate of Consent' from the Building Practitioners Board in order to obtain a building permit to carry out domestic building work valued over \$12,000. Please contact the Building Commission on 1300 360 320 for an information kit.
- Building Permit Application; Appointment Declaration; Owner builder declaration (where applicable).
- A Permit Application Fee, GST, the Government Levy and Lodgement Fee is required prior to the issue of the permit unless otherwise agreed.
- Provide a property information certificate from the relevant Councils Building Department.
- Four (4) sets of architectural plans and specifications to scale including:
 - a) Site plan to scale showing location of proposed structure in relation to common boundaries, easements and location of immediate adjoining properties. Site levels & finished floor levels are to be provided to (AHD)
 - b) Floor plan, elevations, section details and structural details.
- For a new dwelling provide four (4) copies of an Energy rating report prepared by an Accredited Rater including data sheets and endorsed plans.
- For dwelling additions where there is no energy report for the existing dwelling, provide details demonstrating compliance with Part 3.12 of the Building Code of Australia. Alternatively where the dwelling has previously been rated with a software program provide an energy report from an accredited energy rater confirming the additions do not reduce the existing rating.
- Four (4) copies of complete Project Specifications describing materials and methods to be used in the construction demonstrating compliance with the Building Code of Australia and relevant Australian Standards.
- Where an engineer has been engaged provide four (4) sets of Structural drawings and computations together with a Certificate of Compliance (1507) from the design engineer.
- Provide Four (4) copies of a soil report as prepared by a licensed geotechnical engineer.
- Provide a copy of the Legal Point of Discharge from the relevant Municipal Council.
- Copy of Title and plan of subdivision in the owner's name or equivalent document. Where owner is not shown on the Title a letter confirming the transfer from your solicitor is acceptable. Details of restrictions on Title (covenants, etc) are also to be provided. Your Certificate of Title can be ordered on-line from the Titles Office website at www.land.vic.gov.au

- Approval for a septic/sullage system installation from the relevant Council's Health Department where the proposal is not within the Sewerage District.
- Where the building work to be carried out is more than \$12,000 by a registered building practitioner, they shall provide a certificate of domestic warranty insurance in accordance with the Domestic Builders Contract Act.
- Where planning approval is applicable a copy of the planning permit and endorsed drawings are required or alternatively if no permit is required provide written confirmation from the relevant Council's Planning Department.
- Provide a Bushfire Attack Level (BAL) assessment in accordance with AS3959-2009.

Should you have any further queries please contact TJ Building Consultants