



OUTBUILDINGS, DECKS, FENCES 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.

- Building Permit Application; Appointment Declaration, owner builder declaration (where applicable).
- A Permit application fee, GST, the Government Levy and Lodgement fee are required at the time of lodgement unless otherwise agreed.
- Where an owner builder is specified we note a Certificate of Consent must be obtained from the Building Commission (Ph: 1300 360 320) if the cost of building works is in excess of \$12,000. Alternatively if a builder is to be engaged provide the builders details and practitioner's registration number.
- Where a builder is appointed to carry out the building work and the cost is in excess of \$12,000 provide a copy of the domestic building warranty insurance.
- Provide a 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
- Four (4) sets of architectural plans 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.
 - b) Floor plan, elevations, section details and structural details.
- Provide the Soil classification and footing details for review.
- Details on the method of storm water drainage disposal to a legal point of discharge.
- Where the structure is prefabricated or an engineer has been commissioned provide Four (4) sets of structural drawings and computations together with a Certificate of Compliance (1507) from the design engineer.
- 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 where the outbuilding (garage/carport) is within 6m of the dwelling.

Should you have any further queries please contact TJ Building Consultants