TJ BUILDING CONSULTANTS

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RE-ERECTION OF RELOCATED BUILDING 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 360 380 for an information kit.
- ☐ Building Permit application, Appointment Declaration, and Agent Authorisation (if the applicant is not the owner).
- ☐ Permit fee, GST, Lodgement and State Government Levy
- ☐ 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.
  - b) Floor plan, elevations, section details and structural details.
- ☐ 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.
- ☐ The name, contact details and Building Practitioner Registration Number of the builder contracted to re-erect the dwelling.
- ☐ Provide a property information certificate from the relevant Councils Building Department.
- ☐ Four (4) copies of a soil report prepared by a licensed geotechnical engineer.
- ☐ Provide a copy of the Legal Point of Discharge (LPD application forms are available from the relevant Council Building Department).
- ☐ Evidence of approval for the removal of the building from its present site (Building permit for removal of dwelling).
- ☐ 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 General Builder, he/she shall provide a certificate of Domestic Warranty Insurance as required by the Building Regulations.
- ☐ 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.
- ☐ Details demonstrating compliance with the Energy Efficiency requirements of Part 3.12 of the Building Code of Australia.
- ☐ A security bond equal to the value of the development or $5,000 whichever is the lesser.

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☐ A report prepared by a Qualified Building Surveyor/Inspector covering the condition of the building and its suitability for re-location, including a condition report. Depending on the results of this report, various conditions will be included on any permit issued. These conditions may require:

- The re-roofing, re-cladding and re-painting of the dwelling.
- The replacement of external fixtures (e.g. handrails, doors, etc.).

Note:

- The security deposit shall not be refunded prior to completion of the whole of the works notwithstanding that a Certificate of Occupancy may be issued prior to the completion when the building is considered suitable for occupation.

Should you have any further queries please contact TJ Building Consultants