

## INFORMATION TO BE LODGED FOR BUILDING PERMITS

### OUTBUILDINGS

1. Application form for Building Permit to be completed and signed showing all building practitioners and relevant registration numbers, if applicable.
2. Copy of Title and Titles Office approved Plan of Subdivision, Covenants or Agreements.  
**NOTE:** (On-line Covenants and Agreements are called “Instruments”) For any enquiries re copy of title, contact Land Titles Office, 570 Bourke Street, Melbourne. Phone: 8636 2010 – or website: [www.landata.vic.gov.au](http://www.landata.vic.gov.au)
3. Covenant details and developers consent where appropriate.
4. Evidence of ownership as indicated on Title, Contract of Sale or Solicitors letter.
5. Where the project cost exceeds \$16,000 and the works are to be carried out as an owner builder a certificate of consent from the Building Practitioners Board is required (For further information you can contact the Building Practitioners Board on 9285 6400)
6. Copy of town planning permit and endorsed plans where applicable
7. Three copies of complete sets of plans drawn to scale, specifications and structural engineering design/computations, when applicable. (please see next page)
8. If the proposed works are to be located over an easement, evidence of consent from relevant water supply authority and relevant Council Department.
9. Fees to be paid with application;
10. A State Government Levy is applicable for works in excess of \$10,000.00.
11. An Infrastructure Recovery charge for works located in declared areas if applicable.
12. If proposed structure is to be attached to the existing dwelling provide a floor plan showing the position of any proposed or existing smoke alarms in the dwelling.
13. Bushfire attack level assessment in accordance with AS 3959.

**NOTE:** In all cases, the plans must include a site plan showing the location of all existing buildings on the allotment, siting of proposed building works, method of drainage, construction details, location of neighbours habitable room windows, overlooking diagrams, overshadowing diagrams, carparking facilities and permeability details. Refer to Council’s “General Siting Requirements for single dwellings and outbuildings” or the Building Regulations for further details.

**The above document list is a basic guide only and in some cases additional information may be required.**

If you have any queries contact the Building Services Department on 9742 0718

Each complete set of drawings is to include:

- i. A copy of drawings showing the plan at each floor level, elevations, sections, dimensions, the sizes and locations of structural members to a scale of not less than 1:100, together with any details that are necessary to show compliance to a scale of not less than 1:20, or other approved scales:
- ii. A copy of allotment plan to a scale of not less than 1:500 or other approved scale, showing the matters set out below: (a to h).
  - a) The boundaries and dimensions of the allotment and any relevant easements; and
  - b) The distance to the nearest intersecting street; and
  - c) The position and dimensions of the proposed building and its relationship to - (i) the boundaries of the allotment; and  
(ii) any existing building on the allotment; and  
(iii) any part of a building or land on an adjoining allotment where necessary to show compliance with the Act and these Regulations; and
  - d) The levels of the allotment, the floors of the building, street drainage channel and stormwater drain; and
  - e) The layout of drains to the point of discharge on the allotment together with details necessary to show compliance with the Act and these Regulations; and
  - f) The location, dimensions and area of impermeable surfaces covering the allotment; and
  - g) The location and dimensions of car parking spaces; and
  - h) The location, dimensions and area of private open space.
- iii. A copy of specifications describing materials and methods to be used in the construction: and
- iv. A copy of any computations or reports necessary to demonstrate that the building would, if constructed in accordance with the computations and reports, comply with the Building Regulations together with a Certificate of Compliance-Design.

If you have any queries contact the Building services Department on 9742 0718.