

Information Required For A Building Permit Application

NEW DWELLING & RE-ERECTION OF DWELLING

Complete this form & return it with the building permit application

The following sets out the minimum information that is required to be submitted for a building permit application.

Whilst the information required might seem excessive, please note that it is the Relevant Building Surveyors (RBS) responsibility to ensure that the application contains sufficient information to determine compliance with the Building Act and Regulations. It is not appropriate for the RBS to “mark-up” plans or accept notes on plans that are too general. Where the RBS is not satisfied that the appropriate information has been provided they must not issue the building permit and will request further information.

Have you checked with the relevant officers if you require a Planning or Septic approval? (Note; where required, a building permit cannot be issued until they have been approved).

Has the designer of the building confirmed your properties Bushfire Attack Level (BAL)?

REQUIRED DOCUMENTATION (one electronic copy and one hard copy)	Applicant Use	Office Use Only
• Completed application form (Form 1) signed & dated	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of Certificate of Title & Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>
• (Owner Builders) a Certificate of Consent from the Building Practitioners Board to act as an owner builder if the value of work exceeds \$16,000 (Building Surveyors Copy to be provided)	<input type="checkbox"/>	<input type="checkbox"/>
OR	<input type="checkbox"/>	<input type="checkbox"/>
• (Registered Builders only) A Certificate of Insurance under the Domestic Building Contracts Act for domestic building work exceeding \$16,000 in value, constructed by Registered Building Practitioners. (Original document to be provided)	<input type="checkbox"/>	<input type="checkbox"/>
• 1 copy of the soil report with soil classification.	<input type="checkbox"/>	<input type="checkbox"/>
• 1 copy (Engineered buildings only) Certificate of Compliance (prepared by an Engineer where applicable) – Design in accordance with Regulation 1507 and associated computations for timber components outside of the design limits of recognised span tables and for steel structures.	<input type="checkbox"/>	<input type="checkbox"/>
• 1 copy of the House Energy Rating Report (6 Star) and endorsed plans.	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL PLANS	<input type="checkbox"/>	<input type="checkbox"/>
• Details of the ‘Bushfire Attack Level’ assessment by the designer. A detailed site plan is to be provided at a scale not less than 1:500 showing all the vegetation and contours lines of the site. (see VBA website) Construction methods for the selected ‘BAL’ showing compliance with AS 3959 – 2009, are to be provided on the submitted plans	<input type="checkbox"/>	<input type="checkbox"/>
• 1 copy of general specifications describing materials and methods to be used in the construction.	<input type="checkbox"/>	<input type="checkbox"/>

