

NEW DWELLING AND RE-ERECTION OF DWELLING CHECKLIST

The following is 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.

Where the RBS is not satisfied that the appropriate information has been provided, they must not issue the building permit and should request further information.

Have you checked with the relevant officers if you require a Planning approval?

(Note; where a planning approval is required, a building permit cannot be issued until the planning approval has been received).

Is the structure closer than 6m from the existing building?

If so, has the designer of the building confirmed your properties Bushfire Attack Level (BAL)?

REQUIRED DOCUMENTATION		(PDF electronic copies preferred)
1	Completed Building Application Form (Form 1) signed & dated	<input type="checkbox"/>
2	Copy of Certificate of Title & Plan of Subdivision	<input type="checkbox"/>
3	Copy of Town Planning Permit (if applicable)	
4	<ul style="list-style-type: none"> (Owner Builders only) 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"/>
	OR	<input type="checkbox"/>
	<ul style="list-style-type: none"> (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) An extract of the major domestic building contract showing the names of the parties to the contract under which the proposed building work under the permit is to be carried out 	<input type="checkbox"/>
5	Structural drawings, computations and certificate of compliance design, in accordance with Regulation 126	<input type="checkbox"/>
6	Copy of the Soil Investigation Report with soil classification	<input type="checkbox"/>
7	A detailed costing of labour & materials (calculated at commercial rate). Ensure costing corresponds with value of works nominated on Owner Builder Certificate of Consent (where applicable)	<input type="checkbox"/>
8	Copy of the House Energy rating Report (6 star) and endorsed plans	
9	(If applicable) 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 – 2018, are to be provided on the submitted plans	<input type="checkbox"/>
10	Copy of septic tank permit to install (if applicable)	<input type="checkbox"/>
11	Adjoining property protection (forms 7 & 8) where construction on boundary	<input type="checkbox"/>
12	(if applicable) Dwelling Re-erection/ Relocation: <ul style="list-style-type: none"> i \$10,000 bond is applicable for relocation ii Condition Report required iii Photos of structure 	<input type="checkbox"/>

GENERAL PLANS

13	1 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, as detailed below;	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Floor plan - fully dimensioned and labelled floor plan including, total floor areas, window & door sizes. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Sectional plan - indicating roof cladding, pitch, floor, wall, roof construction details. Framework size and type and finished floor levels. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Elevations - of each side of the building; which clearly indicate the building height in relation to existing and proposed ground levels. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Structural - Fully dimensioned and labelled footing construction plan including reinforcement. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Bracing and tie down- Specific connection details, a bracing layout and tie-down details for framework. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Steps & stairs - Details of any steps, handrails, balustrades or the like. 	<input type="checkbox"/>
14	1 copy of site plan to a scale of not less than 1:500 or other appropriate scale showing the following information;	<input type="checkbox"/>
	<ul style="list-style-type: none"> • the boundaries and dimensions of the allotment and any relevant easements 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • the position and dimensions of the proposed building and its relationship to <ol style="list-style-type: none"> the boundaries of the allotment; and any existing building on the allotment; and any part of a building or land on an adjoining allotment, including the locations of their windows. (Note if the proposed building is greater than 9m and the adjoining building is greater than 3m from the allotment boundary, this information (in point iii.) is not required) 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • the layout of the proposed storm water drains to the point of discharge on the allotment 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • the location, dimensions and area of impermeable surfaces covering the allotment (i.e. concrete, paving swimming pools etc) 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • the location and dimensions and area of private open space. 	<input type="checkbox"/>

CONTACT US

PLEASE EMAIL YOUR APPLICATION TO: shire@campaspe.vic.gov.au

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