

Fit-outs

What information do I need to submit with my application?

- Completed Application Form
- Permit application fee
- Written consent from owner if leased or consent from Centre Management (Shopping Centre)
- Commercial Builder Registration

- Building Plan, one (1) copy of fully dimensioned drawings at 1:100 to show:
 - Plan at each floor level
 - Elevations
 - Sections
 - Location of structural members
 - Location of exit signs, emergency lighting and portable fire extinguishers. (Note: for additions, colours shall be used on drawings to differentiate between altered and unaltered areas)

- Locality Plan, one (1) copy at 1:500 to show:
 - Boundaries and dimensions of the site
 - Position of the building and its setback to the site boundaries and any other buildings on the site

- Documents, please provide one (1) copy each of the following:
 - Specifications for the building, or fully detailed notation on plans (eg. Timber sizes, steel sizes, finishing material)
 - Structural Engineering, engineering computations, drawings and a Certificate of Compliance and Design (If applicable)
 - Part J Energy Report, as required under the National Construction Code (NCC) (if applicable)

Contact

If you have any questions regarding making a submission for a building application, please contact Building Services on 9298 8125