

Dwellings and additions

What information do I need to submit with my application?

- Completed Application Form
- Permit Application Fee
- Certificate of Title, Title Plan and any encumbrances (if applicable) *Note - not generally required for additions

- For Owner/Builders: one (1) copy of Certificate of Consent from the Victorian Building Authority if value of works is greater than \$16,000
- Or;
- For Registered Builders: one (1) copy of signed domestic building contract, and
- Domestic building insurance policy, one (1) copy if the value of works is greater than \$16,000

- Building Plans, one (1) copy of fully dimensioned drawings at 1:100 to show:
 - Plan at each floor level
 - Elevations
 - Sections
 - Location of structural members
 - Over shadowing and overlooking diagrams
 - Location and details of existing and proposed smoke alarms

- Allotment Plan, one (1) copy at 1:500 to show:
 - Boundaries and dimensions of the site
 - Easements on the site or any adjoining properties (footing - angle of repose details if applicable)
 - Location of the site to the nearest street or corner
 - Position of the proposed building and its relationship to the site boundaries and any other buildings on the site. Also, the near side and front setback positions of any building that exists on all adjoining properties
 - Levels of the site and floors of the building in relation to the adjoining street channel
 - Location of stormwater drainage on site

- Specifications, one (1) copy of fully detailed notation on plans (eg. Timber grade, sizes and steel member sizes)

- Documents, please provide one (1) copy each of the following:
 - Structural Engineer - Certificate of compliance and design (if applicable), computations and drawings for all suspended floors, retaining walls over 600 mm in height, and all structural members including connection details and accompanying reports (If applicable)
 - Soil report for brickwork, slab on ground, landslip and landfill
 - Energy report and stamped plans
 - Consent for Building over an easement from Knox City Council and South East Water or other relevant authority (If applicable)
 - Town Planning permit and endorsed plans (If applicable) *Note - Building & Town Planning applications can be lodged concurrently
 - Council consent (Section 29A) for alterations to the facade (Additions only)
 - Termite Statement Form
 - Assessment under AS3959-2009 identifying the appropriate Bushfire Attack Level (BAL) for the proposed building (if applicable)

Contact

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