

DWELLING (NEW & ALTERATIONS) BUILDING PERMIT APPLICATION REQUIREMENTS

The following documentation is required prior to the building permit being issued, these items are required by the Building Regulations 2006, and must be received before the application can be finally checked and a building permit issued.

Documents required;

No	Document	Lodged Y/N
1	Completed application form (form 1)	
1	Copy of certificate of title and evidence of ownership	
3	Fully dimensioned drawings at a scale of 1:100 to show: <ul style="list-style-type: none"> plan view at each floor level, elevations, sections; size and location of structural members, location; and details of self contained smoke alarms [Note:- please use colours to denote alterations and/or additions]	
3	Allotment or site plans at a scale of 1:500 to show: <ul style="list-style-type: none"> drainage details; boundaries and dimensions of the site; any easements on the site; the location of the site in relation to the nearest street or corner; position of the proposed building and its relationship to the site boundaries and other buildings on the site; and where the proposal is adjacent to an allotment boundary, the locations of buildings on the adjacent site, including windows, more details may be requested to protect the adjacent property. 	
3	Copies of project specifications	
2	Copies of structural drawings *	
2	Copies of computations for suspended floors, structural members etc..*	
2	Copies of Form 1507 Certificate of Design Structural	
2	Soil report for the site	
1	Roof truss computations design and layout (if trusses to be used)	
1	Completed timber specification form (unless shown on plan)	
1	Details of thermal insulation to be used (can be shown on plan)	
1	Copy of Town Planning Permit (where applicable)	
1	Certificate of insurance (for registered builder)	
1	Copy of owner's consent where cost of work exceeds \$12,000 when shed is to be built on a residential allotment. (application booklet available from council or can be accessed on Building Commission web site (buildingcommission.com.au))	
1	Details of termite protection method to be used	
1	Check survey where the boundary cannot be determined, must be provided where it is intended to build on an allotment boundary	
	Payment of all relevant fees	
2	New Dwellings – Copy of First rate 5 Star Report	
2	Dwelling additions – copy of Energy Efficiency assessment for addition under Part 3.12 of Building Code of Australia	

**Please include all Building Practitioners Category/Class and registration numbers*

IMPORTANT NOTES:

Fees will be based on either a copy of contract or as determined by our Building Surveyor, and must include all labour and material costs assessed at commercial rates.

Prior Council consent is required for the storm water drainage discharge point, and for any proposal to build over an easement.

The government levy of 0.128% of the cost of the project, and an additional 0.032% HIH levy is required before a building permit can be issued. This is in accordance with section 201 of the Building Act 1993, which states that a building permit levy is required to be paid to the Administration fund (via the relevant building surveyor) prior to the issue of a permit.

Request neighbour property protection forms if your proposed building is close to the allotment boundary (forms 3 and 4)

Site levels at the four corners of the allotment, and floor levels of the proposed dwelling must be shown.