



New Dwelling, Domestic Alterations and Additions - Class 1a(a)

Information Required With Application For A Building Permit:

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. 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 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).

Has the designer of the building confirmed your properties **Bushfire Attack Level (BAL)**, which is now required for every site in a designated Bush Fire prone area.

Required Documentation:

- Fully completed application form (Form 1) signed and dated.
- Copy of Certificate of Title including the Title Plan or Plan of Subdivision.
- Owner Builders:** A Certificate of Consent from the Victorian Building Authority to act as an owner builder if the value of work exceeds \$16,000.00.
- Registered Builders:** A Certificate of Insurance under the Domestic Building Contracts Act for domestic building work exceeding \$16,000.00 in value, constructed by Registered Building Practitioners.
- Engineered Buildings** – A current Certificate of Compliance – Design, in accordance with Regulation 125 and associated computations for steel and timber components outside of the design limits of recognised span tables. (Please note the Certificate of Compliance must be site specific and reflect the onsite soil classification.)
- Copy of the **House Energy Rating Report** (currently 6 stars) or a deemed to satisfy Energy Efficiency Report.

General Plans:

- ❑ Details of the '**Bushfire Attack Level**' assessment by the designer (when applicable).
- ❑ Construction detail for the applicable **BAL** showing compliance with AS3959 – 2009.
- ❑ A statement of the use or intended use of all buildings shown on site plan.
- ❑ **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:
 - **Floor Plan** - fully dimensioned and labelled floor plan including total floor areas, window and door sizes.
 - **Section Plan** - indicating roof cladding, pitch, floor, wall, roof construction details. Framework size and type and finished floor levels.
 - **Elevations** - of each side of the building, which clearly indicate the building height in relation to existing and proposed ground levels.
 - **Structural** - fully dimensioned and labelled footing construction plan including reinforcement.
 - **Bracing and Tie Down** - specific connection details, a bracing layout and tie-down details for framework.
 - **Steps and Stairs** - details of any steps, handrails, balustrades or the like.
 - **Electrical Plan.**
- ❑ **1 copy of site plan** to a scale of not less than 1:500 or other appropriate scale showing the following information:
 - The boundaries and dimensions of the allotment and any relevant easements.
 - The position and dimensions of the proposed building and its relationship to:
 - The boundaries of the allotment; and
 - Any existing building on the allotment.
 - Any part of a building or land on an adjoining allotment, including the locations of their windows. (If the proposed building is greater than 9m from the allotment boundary, the information in this point is not required).
 - The layout of the proposed storm water drains to the point of discharge on the allotment
 - Specifications to clarify all sub-trade works not clearly covered on the working drawings including brick work and waterproofing to wet areas.
 - The location dimensions and area of impermeable surfaces covering the allotment (ie concrete, paving swimming pools etc).
 - The location and dimensions and area of private open space.
 - Locations of any Solar Hot Water Panels or Rain Water Tanks.

Please note that Southern Grampians Shire Council will not issue Building Permits until the applicable Building Permit Fee and State Building Levy has been paid. An invoice will be generated once final cost of works is provided.