

Units

What information do I need to submit with my application?

- Completed Application Form
- Application Fee
- A copy of the Certificate of Title, Title Plan and any encumbrances
- Clarification of ownership. If applicable.

- For Owner/Builders: Certificate of Consent from the Victorian Building Authority (if value of works is greater than \$16,000.00)
Or:
- For Registered Builders: one (1) copy of signed domestic building contract, and
- Domestic building insurance policy (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. (Note: for additions, colours shall be used on drawings to differentiate between altered and unaltered areas)

- 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, 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 for the building, or fully detailed notation on plans
- Computations and drawings for all suspended floors, retaining walls over 600 mm in height, and all structural members including connection details and accompanying reports.
- Structural Engineer Certification Certificate
- Soil report. For brickwork, strip footings, slab on ground, landslip and landfill
- Truss computations and layout
- Location and details of proposed smoke alarms
- Details of thermal insulation (for dwellings only)

- Documentation, please provide one (1) copy each of the following:
 - Consent for Building over an easement from Knox City Council and South East Water or other relevant authority. If applicable
 - Copy of approved drainage plan from Drainage Engineers
 - Town Planning permit and endorsed plans *Building & Planning applications can be lodged concurrently
 - Details of Termite Barrier to be installed
 - A copy of an assessment under AS3959-2009 identifying the appropriate Bushfire Attack Level (BAL) for the proposed building

Contact

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