

Information to be lodged for building permits

Outbuildings – Sheds, garages, decks, pergola/verandah

- Completed application form and owners consent (if applicable)
- The above list is some items that may be required for the lodgement of a building permit with our office, further information may be required once the building surveyor has assessed the application.
- 2 copies of a current copy title showing owner's names, including the plan of subdivision.
Note: for any enquiries regarding the copy of title, contact Land Titles Office, 570 Bourke Street, Melbourne. Phone: 8636 2456. Website: www.land.vic.gov.au
- 1 copy of any 173 agreements if referred to on the title
- Covenant details and developers consent (if applicable)
- 4 copies of the site plan showing:

<input type="checkbox"/> Boundaries and dimensions of the site	<input type="checkbox"/> The measurements of the outbuilding
<input type="checkbox"/> Overshadowing diagrams (if applicable)	<input type="checkbox"/> Position of the proposed building and its relationship to the site boundaries
<input type="checkbox"/> Any other buildings on site	<input type="checkbox"/> Any easements on the site

- 4 copies of the engineering documentation including the engineering certification (if applicable)
- 1 copy of the town planning permit and stamped approved plans (if applicable)
- For all work over \$12,000, domestic builders insurance will be required if a registered builder is to be appointed to carry out the work
- If the project is to be carried out as an 'owner builder' and the value of work is over \$12,000, a copy of the Certificate of Consent will be required. An 'Owner Builder Information Kit' can be obtained from the Building Practitioners Board by contacting 1300 815 127 or online at www.buildingcommission.com.au
- Consent from the water authority and local council to build over an easement (if applicable)
- 1 copy of a bushfire attack level assessment for all outbuildings constructed less than 6m away from the existing dwelling.
- If no trees or vegetation are to be removed in accordance with the construction of the outbuilding please make a note on the plans
- If no excavations or fill more than 1 metre is required in accordance with the construction of the outbuilding, please make note of this on the plans.
- Provide consent from the council for construction of an outbuilding on vacant land under reg 422 (if applicable)

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