Documents List

Commercial Projects

*NOTE: Some items on this list may not apply to all projects.*

| **Document description** | **Notes** | **Document Received** |
| --- | --- | --- |
| Appointment form | To be signed by the owner or the applicant |  |
| Fee acceptance | To be signed by the owner or the applicant |  |
| Application for Building Permit | Fully completed application including ownership details, site details, practitioners involved and project cost. |  |
| Certificate of Title | Current copy of title |  |
| Plan of Subdivision | Title plans as referenced by the Certificate of Title |  |
| Regulation 60 Application | Application to treat multiple properties as one allotment for the purposes of the Building Regulations. |  |
| Maintenance Schedule | Current copy of the subject building’s Maintenance Schedule under Regulation 222 of the Building Regulations 2018 |  |
| Occupancy Permit | Current copy of the building’s Occupancy Permit |  |
| Council Property Information | Council property report pursuant to Regulation 51 (e.g. flooding prone land, termite zone, alpine zone, designated overflow land) |  |
| LPOD | Council confirmation of the legal point of discharge for the stormwater system. |  |
| Architectural/Working Drawings | Construction issue addressing all compliance matters raised |  |
| Structural Drawings | Structural drawings that have been certified |  |
| Civil Drawings | Construction issue addressing all compliance matters raised |  |
| Electrical Services Drawings | Construction issue addressing all compliance matters raised |  |
| Mechanical Services Drawings | Construction issue addressing all compliance matters raised |  |
| Hydraulic Services Drawings | Construction issue addressing all compliance matters raised |  |
| Fire Systems Drawings | Construction issue addressing all compliance matters raised |  |

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| Architectural Specifications | Specifications describing materials and methods to be used in the construction. |  |
| Schedules | Finishes, fixtures, doors, windows etc. |  |
| Electrical Services Specifications | Construction issue |  |
| Mechanical Services Specifications | Construction issue |  |
| Hydraulic Services Specifications | Construction issue |  |
| Fire Services Specifications | Construction issue |  |
| Structural Computations | Certified copy of computations |  |
| Geotechnical Report | Soil report used for design of foundation systems |  |
| Hydraulic stormwater computations | Certified copy of stormwater computations |  |
| Hydraulic fire services computations | Fire services calculations and summary of water supply outcomes relative to regulatory requirements |  |
| Reg. 126 Certificate of Compliance | Structural design certificate |  |
| Reg. 126 Certificate of Compliance | Civil design certificate |  |
| Reg. 126 Certificate of Compliance | Electrical design |  |
| Reg. 126 Certificate of Compliance | Mechanical design |  |
| Energy efficiency reports | Section J assessment report verifying compliance with energy efficiency requirements of the BCA |  |
| Lift designs and specifications |  |  |
| Planning Permit | Issued town planning permit or Council’s statement confirming that the building work is exempt from a town planning permit.  Where a town planning permit is issued, all relevant conditions of the town planning permit are to be satisfied and verification provided to the RBS. |  |
| Planning Permit endorsed plans | Where a planning permit is issued, the town planning endorsed designs are to be provided with designer’s statement that the endorsed designs are consistent with the designs issued as part of the building permit application. |  |
| Heritage Victoria Approval | Approval of the Executive Director under the Heritage Act 2017 to be obtained for prosed building work pursuant to Regulation 28(4) of the Building Regulations 2018. |  |

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| Public Protection Methods | Site fencing and hoarding details (including engineering designs and certification for overhead gantries where required). |  |
| Regulation 116 Council Report & Consent – Precautions over Street | Where public protection precautions project beyond the street alignment, Council consent to be obtained. |  |
| Fire engineering report | Final issue of the fire engineering report for any deemed-to-satisfy non-compliant fire safety matters. |  |
| Performance Based Assessment | Any other non-fire related performance solution reports for Deemed-to-Satisfy non-compliant matters. |  |
| Survey Plan Prepared | Survey of site boundaries and other features |  |
| Chief Officer’s Report | Regulation 129 fire brigade consent for any non-compliant fire services matters identified in the design. |  |
| Power Supply Statement | Report from the Power supply authority approving the size and location of the proposed substation. |  |
| Water Authority Statement | Water authority verification of water supply for fire services. |  |
| Fire Hazard Property Details | Fire hazard test reports for all combustible floor, wall and ceiling linings. |  |
| Protection of adjoining property notices – Forms 7 & 8 | Protection notices and responses from adjoining owners for building work where the RBS determined the necessity to serve the notices. |  |
| BAB Determinations | Building Appeals Board determinations for non-compliant matters assessed and approved by the Board. |  |
| Demolition Details | Details of buildings or parts of buildings being demolished or removed from site. |  |
| Council Consents | Any other council consents required for the proposed building work. These include but are not limited to:  Siting variation  Installation or variation to on-site waste water system (septic tank)  Section 29A consent for demolition  Building over an Easement  Building projections over the street alignment  Building on land subject to flooding  Building on designated land (land subject to inundated flows) |  |
| Other Authority Consents | Consents from other relevant authorities where deemed necessary (ie. Heritage Victoria, Owner Builder, Authorities that have a vested interest in an easement proposed to be built on, etc) |  |
| Bond for demolition, removal or relocation | A bond or guarantee in accordance with Section 22 of the Building Act 1993 and Regulation 48 of the Building Regulations 2018 |  |
| Infrastructure Levy – Section 24 | Where property is in an urban growth area that has an infrastructure levy applicable, confirmation that the levy has been paid is to be provided. |  |
| Payment of Building Permit Levy | Building permits issued after 30 June 2019 will require the levy to be paid through the Victorian Building Authority’s BAMS portal. Once the application for a building permit is completed in full, BSA will enter the necessary information on the portal which will automate an invoice for the building permit levy to be emailed to the nominated person. |  |