Documents List

Dwelling Alterations and Additions

*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.  |[ ]
| Architectural / Working Drawings | Fully dimensioned site plan, floor plan, elevations, cross sections and details describing the layout and construction of the building. |[ ]
| Project Specifications | Detailing the standards of materials and the method of construction. To be appropriate to the project type.For smaller projects these might be detail on the drawings. |[ ]
| Project schedule/s | Specifying the type of building materials.For smaller projects these might be detail on the drawings. |[ ]
| Part 4 / Res code compliance information | Eg: overlooking & overshadowing etc |[ ]
| Council consents/ Res code | Where compliance with the ‘deemed to satisfy’ standards cannot be achieved |[ ]
| Survey / Features Plan or Site levels on the site plan | Eg: showing FFL, NGL & FGLs, AHD / reduced levels |[ ]
| Structural Drawings  | Usually from a structural engineer however can be detailed by the designer on the working drawings for smaller projects |[ ]
| Structural Computations | Supporting the Engineering / Structural design |[ ]
| Reg 126 Certificate of compliance design  | Provided by the design engineer or for larger project from an independent structural engineer |[ ]
| Proof of ownership | Contract of sale where the title has not been updated |[ ]
| Geotechnical Soil Report | To enable the footing system to be appropriately designed |[ ]

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| 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. |[ ]
| Regulation 60 Application - Combined allotment state application | Application to treat adjacent properties as one allotment for the purpose of the Building Regulations. |[ ]
| Council Property Information | Designer to obtain the Council property report pursuant to Regulation 51 identifying flood prone land, termite zone, alpine zone, designated overflow land |[ ]
| Owner Builder Consent | As applicable and where the project cost exceeds $16,000 |[ ]
| Building Warranty Insurance |  |[ ]
| Builders contract – names / signature page | To confirm names involved are identical over the permit |[ ]
| 6 Star Energy efficiency assessment | Computer aided report or BCA DTS report and glazing calculator describing energy efficiency measures |[ ]
| 6 star Energy - endorsed plans | Site Plan, floor plan and elevations of the building being the subject of the Energy Report and detailing all requirements |[ ]
| Lighting power table (watt / m2) | A table showing light power ratings comply. Can be ABCB lighting calculator NCC Volume Two. |[ ]
| Solar hot water or rainwater tank option | Specifications and location & SHWS panel orientation for new houses and additions > 50% volume  |[ ]
| Council Consent/s - other | Eg: If site is unsewered or flooding applies |[ ]
| Building Over Easement consents | From the relevant authority |[ ]
| Septic / waste water approval | From Councils Environmental Health Department |[ ]
| Bushfire attack Level assessment | Specifying the BAL level for the site |[ ]
| Performance Solution submission  | Outlining how the alternative construction method meets the applicable BCA performance requirements |[ ]
| Partial compliance request  | Containing a supportive argument describing why it would be reasonable to allow a requirement to partially comply |[ ]
| Transition request | Request, argument and evidence to permit older regulations to be applied to a current approval |[ ]
| Demolition practitioners details and procedures | Practitioner details, Insurances, work method statements etc |[ ]
| Section 29A demolition consent | Council pre permit demolition consent. Determines if the building is significant and needs to be protected |[ ]
| Public Protection Methods | Site fencing, hoarding, signage details |[ ]
| Regulation 116 Council Report & Consent – Precautions over Street | Where public protection precautions project beyond the street alignment, Council consent to be obtained. |[ ]
| Building Appeals Board Determinations | Building Appeals Board determinations for non-compliant matters assessed and approved by the Board. |[ ]
| 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. |[ ]
| 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. |[ ]