

# Documents List

## Verandah, Carport, Garage or Shed

*Note: Some items in this list may not apply to all projects.*

Document description	Notes	Document Provided
Appointment form	To be signed by the owner or the applicant	<input type="checkbox"/>
Fee acceptance	To be signed by the owner or the applicant	<input type="checkbox"/>
Application for Building Permit	Fully completed application including ownership details, site details, practitioners involved and project cost	<input type="checkbox"/>
Architectural / Working Drawings	Fully dimensioned site plan, floor plan, elevations, cross sections and details describing the layout and construction of the building	<input type="checkbox"/>
Project Specifications	Detailing the standards of materials and the method of construction	<input type="checkbox"/>
Part 4 / Res code compliance information	Eg: overlooking & overshadowing etc	<input type="checkbox"/>
Council consents/ Res code	Where compliance with the 'deemed to satisfy' standards cannot be achieved	<input type="checkbox"/>
Structural Drawings	Can be detailed by the designer on the working drawings	<input type="checkbox"/>
Structural Computations	Supporting the Engineering / Structural design	<input type="checkbox"/>
Reg 126 Certificate of compliance design	Provided by the design engineer or for larger project from an independent structural engineer	<input type="checkbox"/>
Proof of ownership	Contract of sale where the title has not been updated	<input type="checkbox"/>
Geotechnical Soil Report	To enable the footing system to be appropriately designed	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
Owner Builder Consent	As applicable and where the project cost exceeds \$16,000	<input type="checkbox"/>
Heritage Victoria Approval	Approval of the Executive Director under the Heritage Act 2017 to be obtained for proposed building work pursuant to Regulation 28(4) of the Building Regulations 2018	<input type="checkbox"/>
Regulation 60 Application - Combined allotment state application	Application to treat adjacent properties as one allotment for the purpose of the Building Regulations.	<input type="checkbox"/>

Document description	Notes	Document Provided
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	<input type="checkbox"/>
LPOD – Legal Point of Discharge	Council confirmation showing where the sites stormwater needs to be disposed	<input type="checkbox"/>
Owner Builder Consent	As applicable and where the project cost exceeds \$16,000	<input type="checkbox"/>
Building Warranty Insurance		<input type="checkbox"/>
Builders contract – names / signature page	To confirm names involved are identical over the permit	<input type="checkbox"/>
Lighting power table (watt / m <sup>2</sup> )	A table showing light power ratings comply. Can be ABCB lighting calculator NCC Volume Two	<input type="checkbox"/>
Building Over Easement consents	From the relevant authority	<input type="checkbox"/>
Bushfire attack Level assessment	Where applicable - Specifying the BAL level for the site	<input type="checkbox"/>
Partial compliance request	Containing a supportive argument describing why it would be reasonable to allow a requirement to partially comply	<input type="checkbox"/>
Transition request	Request, argument and evidence to permit older regulations to be applied to a current approval	<input type="checkbox"/>
Demolition practitioners' details and procedures	Practitioner details, Insurances, work method statements etc	<input type="checkbox"/>
Section 29A demolition consent	Council pre permit demolition consent. Determines if the building is significant and needs to be protected	<input type="checkbox"/>
Public Protection Methods	Site fencing, hoarding, signage details	<input type="checkbox"/>
Regulation 116 Council Report & Consent – Precautions over Street	Where public protection precautions project beyond the street alignment, Council consent to be obtained	<input type="checkbox"/>
Building Appeals Board Determinations	Building Appeals Board determinations for non-compliant matters assessed and approved by the Board	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>