Project Address: …………………………………………………………………………

Description of project: …………………………………………………………………

Contact persons details: …………………………………………………………………

<table>
<thead>
<tr>
<th>Documents required to be submitted with an application for Building Permit approval</th>
<th>Provided:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fully completed and signed application form. (Form 1)</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Builders details, Warranty Insurance Certificate or an Owner Builders Consent issued by the VBA Authority where works exceed $16,000.00</td>
<td>No</td>
</tr>
<tr>
<td>3. A current copy of Title, Plan of Sub Division, Covenants attached to Title, Section 173 agreements attached to title. (Including a copy of any infrastructure fee receipt that may be payable to council)</td>
<td>No</td>
</tr>
<tr>
<td>4. Developer’s approval and endorsed drawings if required within the restrictions on Title.</td>
<td>No</td>
</tr>
<tr>
<td>5. Copy of Councils Legal Point of Discharge for the allotment</td>
<td>No</td>
</tr>
<tr>
<td>6. Copy of Councils Property Information for the allotment (Flood, Termite Etc)</td>
<td>No</td>
</tr>
<tr>
<td>7. Size depth and location of sewage assets for the allotment (From sewage authority)</td>
<td>No</td>
</tr>
<tr>
<td>8. Copy of 6 Star energy rating and endorsed drawings for new dwellings, or a report prepared by a qualified person for compliance with the deemed to satisfy requirements of the BCA.</td>
<td>No</td>
</tr>
<tr>
<td>10. Copies of Engineering drawings, Computations and form 1507 Certification from the design engineer.</td>
<td>No</td>
</tr>
<tr>
<td>11. Copies of working drawings for the project, including a framing and bracing plan. These drawings should also include diagrams for overlooking, overshadowing and the layout of drains to the legal point of discharge for assessment. (Engineered roof and floor truss computations and layouts must be provided 1 week prior to any frame inspection)</td>
<td>No</td>
</tr>
<tr>
<td>12. Copies of the site survey of the existing site conditions and levels prepared by a licensed land surveyor</td>
<td>No</td>
</tr>
</tbody>
</table>
13. Copies of the endorsed planning drawings and planning permit conditions if Town Planning is required for the proposed building.


15. A copy of the S 29A council approval for any demolition or changes in the façade of buildings on the allotment.


17. Bush Fire Level Attack (BAL) Rating

18. Protection Work Notices Forms 3 & 4

**Note 1:** A determination on whether protection works notices will be required to be served will be determined by the Relevant Building Surveyor upon the lodgment of the permit application. Service of the protection notices are usually required for all boundary works excepting the construction of carports.

**Note 2:** It is generally required that 4 Copies of all of the above listed items will be required upon lodgment of the permit application. *(If this is not possible SFC will copy and apply at cost fee charges to your account)*

**Note 3:** Lodgment of all the required items that apply to your project will greatly assist SFC in assessing your application for a speedy issue of the Building Permit.

**Note 4:** An application is attached to this check list to assist you in preparation of your application.

**Note 5:** Please contact SFC if you have any questions that you may have in regards to any items that are listed above.

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