

BUILDING APPLICATION INFORMATION CHECK LIST

Nillumbik Building Surveyors provide this information as a guide as to what documentation is required to assist in the application of a building permit.

1. Complete a Building Permit application form, payment of fees and associated government levies applicable to building applications.
2. Provide a cost breakdown including labour and materials.
3. Provide a copy of the allotments current Certificate of Title including lot plan, covenants and agreements as listed on title. This can be obtained from Landata at www.landata.vic.gov.au
4. Town planning approval may be required in certain situations. This includes dual occupancies, multi-unit developments, commercial buildings and building works located in areas where the 'Nillumbik Planning Scheme' requires a planning permit to be obtained.

For building work outside the municipality, a full copy of the Town Planning Permit and endorsed plans is required.
5. If the building work is to be carried out by a registered builder and the value of work is over \$16,000, the builder must take out domestic building insurance. A copy of this insurance must be submitted before a building permit can be issued.
6. The application being lodged is as an owner builder and the value of the work is over \$16,000 a copy of a Certificate of Consent is required. This can be obtained from the Victorian Building Authority and must be submitted prior to a building permit being issued. An Owner Builder Information Kit can also be obtained from the Building Practitioners Board www.vba.vic.gov.au/building-practitioners-board or 1300 815 127.
7. Provide three (3) sets of architectural drawings showing compliance with the relevant building regulations. The drawings must be prepared by a registered architect or draftsman and include the following information:
 - Site plan** – Minimum scale 1:500, showing building work in relation to all boundaries and any existing buildings on the allotment. The direction of north and the distance from boundaries and all easements must be clearly shown.
 - Floor plan** – Minimum scale 1:100 with dimensions and details of the proposed building works at each level showing the type, size and location of walls, facilities and the layout of structural members etc.
8. **Elevations and sections** – Minimum scale 1:100, showing full construction details, structural members, wall heights and footing system etc. Where alterations or additions are proposed, the drawings must be coloured to distinguish between the existing building and the proposed building work.
8. Three (3) sets of technical specifications describing the materials to be used in the construction (may be indicated on the plans).
9. If an engineer has designed any part of the building structure, three (3) sets of engineering computations and details are required. A Certificate of Compliance - Design (Section 238 of the Act) from a registered engineer must be provided to certify the documentation.
10. Building works which are to be constructed over easements must receive written consent from all relevant reporting authorities e.g. Yarra Valley Water at www.yvw.com.au or 131721, Nillumbik Shire Council's Engineering Unit at www.nillumbik.vic.gov.au or 9433 3111 or any other relevant authority or council.
11. For new dwellings or commercial works, three (3) copies of a soil investigation report classifying the soil type is required to assist in the design of an acceptable footing system.
12. Since 2011 declared portions of Victoria have been designated as bushfire prone areas. This Bushfire Prone Area Report mapping can found at Department of Transport Planning and Infrastructure www.planning.vic.gov.au/bushfire-protection/building-in-bushfire-prone-areas. The severity of bushfire attack can be determined by a Bushfire Attack Level Assessment (BAL). Nillumbik Building Surveyors (NBS) can undertake an assessment and prepare a report for a fee of \$250.
13. All residential buildings, including additions require a 6 Star Energy Rating Report which must be undertaken by a licenced energy assessor or in accordance with the provisions of the National Construction Code.
14. If a Building Permit application is withdrawn a partial refund may be issued.

Note: additional fees may be required prior to a Building Permit being issued.



REGISTERED
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