



Pre-application checklist

INFORMATION SHEET

What you need to provide with a Building Permit application:

(FOR GENERAL USE WITH BUILDING APPLICATIONS MADE TO WEST SIDE BUILDING SURVEYING PTY LTD ONLY)

Unit 1, 49 – 55 Riverside Avenue

WERRIBEE Vic 3030

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DOCUMENTATION REQUIRED	NEW DWELLING	DWELLING EXTENSION	OUTBUILDING	NON-DOMESTIC BUILDINGS
• Building Application Form (completed & signed)	✓	✓	✓	✓
• Application Fees	✓	✓	✓	✓
• Certificate of Title and an approved full copy of the Plan of Subdivision/ Covenant and Section 173 Agreement (copy must show current owner/s names) – 2 copies	✓	✓	✓	✓
• Certificate of Consent for works valued over \$12,000 (Owner/builders) – 2 copies	✓	✓	✓	
• Builder Insurance Registration eg. H.O.W (for building work over \$12,000 in value – not required for owner/builders)	✓	✓	✓	
• Town Planning approval and stamped endorsed plans – 2 copies	May be required	May be required	May be required	✓
• Check survey by Licensed Land Surveyor – 2 copies	May be required	May be required	May be required	May be required
• Protection of adjoining property (Forms 3&4) – 2 copies	May be required	May be required	May be required	May be required
• Details for the protection of the public – 2 copies	May be required	May be required	May be required	May be required
• Site Levels – 2 copies	✓	✓	✓	✓
• Property information from Relevant Council – 2 copies	✓	May be required	May be required	✓
• Storm water approved point of discharge from Relevant Council – 2 copies	✓	May be required	May be required	✓
• Developers approval and stamped plans – 2 copies	May be required	(in accordance with restrictive covenants for the estate)	(in accordance with restrictive covenants for the estate)	
• Statement from Electricity Supply Authority as to if a substation is required to service the development				✓
• Soil Report – 4 copies	✓	May be required	May be required	✓
• Structural Computations & Reg. 1507 Certificate of Compliance-Design – 4 copies	✓	May be required	May be required	✓
• Structural drawings – 4 copies	✓	May be required	May be required	✓
• 6 Star Energy Rating report and stamped plans – 4 copies	✓	✓		
• Part J Energy Efficiency Assessment under current BCA by suitable qualified professional				✓
• Architectural drawings – 4 copies	✓	✓	✓	✓
• Specifications – 4 copies	✓	✓	May be required	
• Services drawings and Reg. 1507 Certificate of Compliance Design – 4 copies				✓
• Planning Response (this is required in writing if needed)	✓	✓	✓	✓
• Depth and offset (if built close to an easement – must be obtained from the Water Authority)	✓	✓	✓	✓

NOTES:

1. Application fees include State Government Levy (0.128%) for works over \$10,000 in value – please check with our office.
2. For building permits with a cost of works over \$5,000, an additional payment of \$34.00 will be required to cover the lodgment for Relevant Councils.
3. For a building permit to demolish a structure/building – please check with our office.
4. Application fee's can be paid via cash, electronic transfer, credit card or cheque.