



Domestic Documentation – Project	Req
Building Permit & Statutory fees are to be paid prior to the issue of the Building Permit	
Copy of the Town Planning Permit and Endorsed Plans. Please ensure the Endorsed Town Planning plans correspond with the architectural plans and that all conditions have been addressed prior to Building Permit approval.	
Provide planning information/written response from council clarifying whether a planning permit is required.	
Provide evidence that the Development Contributions levy has been paid to council.	
Copy of the developer's approval demonstrating that the architectural plans are consistent with the building envelope requirements (dwelling location, heights, setbacks, etc.).	
A Section 29A application is required for the demolition or alteration to the front façade.	
Builders Warranty Insurance Certificate or Owner Builders Certificate of Consent. Contract Price & Appl Form Costs to coincide.	
Please complete the attached Building Permit Application form.	
Copy of 'for construction' architectural plans for approval.	
Light (10% of floor area) & Ventilation (5% of room floor area) schedule demonstrating compliance with 3.8.4 & 3.8.5.	
Copy of the council endorsed drainage plan and cover letter for the development (civil design to be certified by engineer).	
Structural plans, structural & computations and associated Certificate of Compliance – Design (Reg.1507). Wall bracing layout in conjunction with the wall tie down details (top plates to studs – metal roof only)	
Civil plans & civil computations and associated Certificate of Compliance – Design (Reg.1507).	
Copy of soil report	
Copy of a re-establishment survey is to be obtained from a licensed land surveyor.	
Roof and or Posi truss computations and design layout.	
6 Star Energy Report and Endorsed stamped plans or DTS Report (Part 3.12 of BCA) (artificial lighting schedule included)	
A current copy of title (evidence of ownership) and plan of subdivision. www.land.vic.gov.au . Note: Consideration will need to be given to any covenants, section 173 agreements and easements (report and consent to build on or over any easement) on the title & plan of subdivision. .	
Please provide a copy of any covenants . Please note the covenant may contain specific restrictions for the allotment, if this is the case, we suggest you seek legal advice prior to construction.	
Provide a letter from the body cooperate consenting to the works.	
Report & Consent (Inclusive of Endorsed Plan) to be obtained from council and water authority to build over the easement.	
Provide written confirmation/documentation from the relevant authorities (relevant council and water authority) on the size, depth and offset of any pipes within the easements. (Dial before you dig on 1100 or visiting www.1100.com.au to obtain additional information)	

Combined Allotments – provide a statement/certificate to enable the allotment to be considered as one.	
<p>Protection works Form 3 and 4 will need to be served on the adjoining owners for the construction or demolition works occurring along, over or within close proximity to the following boundaries:</p> <p>Northern</p> <p>Southern</p> <p>Eastern</p> <p>Western</p> <p>Note: A copy of the Form 3 and Form 4 and all associated documentation and or plans is also required to be served onto Stoke Perna Building Surveyors. Please ensure the notices are served via registered post ensuring you obtain a copy of the registered receipt – delivery confirmation.</p> <p>If any building work and any associated equipment is to be used on, over, under or in the airspace of the adjoining property, protection work notices are to be served on the affected adjoining owners.</p>	
Provide dual certification (Reg. 1507) for protection works comprising of the	
Report and Consent of the relevant Council may need to be obtained for the erection of any precautions/hoarding over the street alignment (council asset). Please note that precautions are to be approved by the Stokes Perna before building work is commenced.	
<p>With respect to the demolition of the existing building, please note that a professional demolisher will need to be engaged to carry out the works. A separate Building Permit is required incorporating the following details:</p> <ol style="list-style-type: none"> A completed application form for the demolishing work A copy of the demolisher details and building practitioners registration number. A copy of the demolisher insurance policy with regards to demolition work & public liability insurance. A Section 29A application is required for the demolition or alteration to the front façade. Note: application has been made on your behalf. Information showing the position and description of hoardings, barricades, temporary crossings, protective awnings and outriggers. A written description from the demolisher detailing how they intend to undertake the proposed demolition works inclusive of the precautionary measures in place to protect the adjoining allotments, the occupants and the public in accordance with AS2601-2001- The Demolition of Structures. Protection works Form 3 and 4 may need to be served on the adjoining owners for the demolition of the..... Regulation 604(4) - Report and Consent of the relevant Council may need to be obtained pursuant to for the erection of any precautions/hoarding over any street alignment. 	
If the proposed additions/alterations represent more than half the original volume of the building (50% of the existing volume) then pursuant to Regulation 608 , the entire building must be brought into conformity with the Building Act, Building Regulations and BCA.	
Report and Consent is to be obtained from the relevant Council indicating the legal point of storm-water discharge. Provide a copy or alternatively Stokes Perna will apply on your behalf.	
Copy of the council property information request or alternatively Stokes Perna can apply on your behalf (termite, flood etc).	
Copy of the septic tank permit and endorsed plans from council prior to issue of the Building Permit.	
The report and consent of the relevant council must be obtained as the allotment is in an area liable to flooding. Important Note: The above may only be exempt if the relevant planning permit recognises the property as being land which is liable to flooding and sets a floor level above the designated flood level	
If the building is located in an area subject to termite infestation, protection in accordance with AS 3660.1-2000	
Copy of the BAL Bushfire assessment in accordance with AS 3959 – 2009 (BAL 12.5, 29, 40, FZ).	
Copy of the council report and consent to build on property subject to overland drainage alternatively Stokes Perna can apply on your behalf.	