

## **BUILDING CHECKLIST**

### **Information to be provided to apply for a Building Permit**

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- 1 Completed Building Permit Application Form (Form 1). ☐
- 2a Full Copy of Title including Plan of Subdivision, Covenants and any Section 173 Agreements attached to the title. ☐  
(visit [www.landata.vic.gov.au](http://www.landata.vic.gov.au), solicitor or conveyancer to obtain current title information)
- 2b Evidence of ownership of the allotment or evidence that a contract has been entered into pursuant to Section 9AA of the Sale of Land Act 1962 and Plan of Subdivision and settlement has taken place. (for land that has recently been purchased) ☐
- 2c If property is owned by a Business or Company an ASIC company search, which lists all Directors is required. (visit [www.asicconnect.asic.gov.au/public/](http://www.asicconnect.asic.gov.au/public/) to assist with your search) ☐
- 3 Copy of Planning Permit and endorsed plans. (if applicable) ☐  
(**Note** – Building and Planning applications can be lodged concurrently)
- 4 If using a registered Building Practitioner please provide a copy of the Domestic Builders Warranty Insurance. (if applicable) ☐
- 4b An extract of the major domestic building contract (if applicable) showing the names of the parties to the contract under which the proposed building work under the permit is to be carried out; ☐
- or**
- 4c Provide copy of Owner/Builders Certificate of Consent (not E-Learning receipt) from the Victorian Building Authority (VBA), if the value of the domestic work is greater than \$16,000.00. ☐
- 5 A copy of allotment site plan, to a scale of no less than 1:500 showing:
  - Boundaries and dimensions of the allotment and any relevant easements; ☐
  - The position and dimensions of the proposed building and its relationship to the site boundaries and any other buildings on the site; ☐
  - The location of Stormwater Drainage on site; ☐
  - Plans must include information to address **Part 5 – Siting requirement of the Building Regulations 2018**. ☐
- 6 A copy of an assessment under AS3959-2018 identifying the appropriate Bushfire Attack Level (BAL) for the proposed building. (if applicable) ☐
- 7a Full structural plans to scale (scale 1:100), computations and Certificate of Compliance, site specific. ☐
- 7b Certificate/s must include the following details, in accordance with Regulation 126. ☐  
Murray River Certifiers - Building Surveyor - 14 Deniliquin Street, Tocumwal NSW 2714  
Email – [admin@murrayrivercertifiers.com.au](mailto:admin@murrayrivercertifiers.com.au)
- 8 A copy of a soil report and appropriate slab/footing design based on soil classification. ☐

**NOTE** Payment of Council Building Permit fees and State Government Levies, from the Victorian Building Authority (VBA), must be received prior to a Building Permit being issued.