

## Dwellings & Additions Checklist

1. Completed Application Form.
2. Certificate of Title & Plan of Subdivision
3. If the Cost of Works is greater than \$12,000 you must supply is with either:
  - a. Original of Owner/Builders Certificate of Consent from the Building Practitioners Board; or
  - b. Warranty Insurance Certificate from a Registered Domestic Builder (If works exceed \$16,000)
4. Fully dimensional drawings at 1:100 to show:
  - a. plan at each floor level;
  - b. elevations;
  - c. sections;
  - d. location of structural members;
  - e. over shadowing and overlooking diagrams;
5. Allotment Plan at 1:500 to show:
  - a. boundaries and dimensions of the site;
  - b. any easements on the site or any adjoining properties (footing - angle of repose details if applicable);
  - c. the location of the site to the nearest street or corner;
  - d. the position of the proposed building and its relationship to the site boundaries and any other buildings on the site. Also, the near side and front setback positions of any building that exists on all adjoining properties.
  - e. the levels of the site and floors of the building in relation to the adjoining street channel;
  - f. the location of stormwater drainage on site.
  - g. The location and depth of any site cut associated with the proposed works
6. Specifications for the building, or fully detailed notation of plans
7. Site Soil Report for brickwork, slab on ground, landslip and landfill.
8. Energy Rating Report (6 stars) and associated stamped plans.
9. Location and details of existing and proposed smoke alarms.
10. This following may be required depending the type of structure, site soil and shire requirements:
  - a. Computations and drawings for all suspended floors, retaining walls over 1000mm in height, and all structural members including connection details and accompanying reports.
  - b. A Certificate Form 1507 from a Structural Engineer and accompanying engineers design and computations.
  - c. Truss computations and layouts.
  - d. If a building is over an easement, one (1) copy of consent for Building over and easement from relevant Council and water authority or other relevant authority (refer item 5b). If applicable.
  - e. Town Planning permits and endorsed plans. If applicable. (Note Building & Town Planning applications can be lodged concurrently.)
  - f. Legal point of discharge from Local Council / Drainage plans stamped approved.
  - g. Council consent (Section 29A) for alterations to the facade or demolition of more than 50% of the volume of the existing building
  - h. Details of Termite Barrier to be installed.
  - i. Bushfire Assessment from a qualified practitioner if the property is designated bushfire prone area