

Unit Development Checklist

1. Completed Application Form.
2. A copy of the Certificate of Title.
3. **Original** of Owner/Builders Certificate of Consent from the Building Practitioners Board if value is greater than \$12,000.
4. Insurance Policy from Domestic Building Contracts and Tribunal Act 1995. (if greater than \$16,000)
5. Three (3) copies of 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;
6. Three(3) copies of an 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.
7. Three (3) copies of specifications for the building, or fully detailed notation of plans. (eg. timber grade, sizes and steel member sizes).
8. Three (3) copies of computations and drawings for all suspended floors, retaining walls over 1000mm in height, and all structural members including connection details and accompanying reports. If applicable.
9. Certificate of compliance 1507 from a Structural Engineer.
10. Three (3) copies of truss computations and layouts (if applicable).
11. Three (3) copies of site soil report. For brickwork, slab on ground, landslip and landfill.
12. Location and details of existing and proposed smoke alarms.
13. Details of thermal insulation in walls and ceilings.
14. 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.
15. Town Planning permit and endorsed plans. If applicable.
16. Council consent (Section 29A) for demolition works.
17. Details of Termite Barrier to be installed.
18. Drainage plan
19. Bushfire Assessment
20. Legal point of discharge
21. Energy rating reports