

Units Checklist

1. Completed Application Form.
2. A copy of the Certificate of Title (not generally required for additions) if applicable.
3. **Original** of Owner/Builders Certificate of Consent from the Building Practitioners Board if value is greater than \$12,000-00.
4. Insurance Policy from Domestic Building Contracts and Tribunal Act 1995. (if the cost of works is \$12,000 and over)
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 600mm in height, and all structural members including connection details and accompanying reports. If applicable.
9. A Form 11 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. (Note Building & Town Planning applications can be lodged concurrently.)
16. Council consent (Section 29A) for alterations to the facade (Additions only).
17. Details of Termite Barrier to be installed.

note: We require 4 copies of all supplied documentation for Council, Owner, Builder and Our Records.