

Garage, Carport, Shed, Decks, Verandah & Pergola 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 Builder
4. Fully dimensioned 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 required to construct the works.
 - h. The location of any retaining walls associated with the proposed construction.
6. Specifications for the building, or fully detailed notation of plans, which may be included in the architectural drawings.
7. Site Soil Report for brickwork, slab on ground, landslip and landfill.
8. Location and details of existing and proposed smoke alarms (if proposed works attached to existing dwelling).
9. 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 600mm in height, and all structural members including connection details and accompanying reports.
 - b. A 1507 Certification from a Structural Engineer accompanying any engineered design.
 - c. Truss certification, 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 permit 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.
 - h. Details of Termite Barrier to be installed.
 - i. Report & Consent from Council for any variation to Regulatory siting requirements.
 - j. Bushfire Assessment from a qualified practitioner if the property is designated bushfire prone area

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