

Retaining Wall Checklist

1. Completed Application Form.
2. A copy of the Certificate of Title.
3. 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.
4. Three (3) copies of specifications for the building, or fully detailed notation on plans (eg. timber grades, steel sizes).
5. Three (3) copies of computations and drawings for all retaining walls over 1000mm in height including connection details and accompanying reports.
6. Structural Engineers Certificate of compliance.
7. Three (3) copies of site soil report.
8. If a building is over an easement, a copy of consent for Building over an easement from the relevant council and any other relevant authorities. (If applicable)
9. Provide a copy of Planning Permit and endorsed plan. If applicable.
(Note - Building & Town Planning applications can be lodged concurrently).