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INFORMATION TO ACCOMPANY DOMESTIC PERMITS APPLICATIONS - 2018

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|----------|--|-----------|--|
| Project: | | File: | |
| Date: | | Revision: | |

| Documentation / Information | Action By | Required (Yes / No) | Received |
|--|--------------------|---------------------|----------|
| Building permit application form including all building practitioner registration details and estimated cost of works | Client | | |
| Signed and dated letter of engagement from owner or owner's agent (Cannot be the builder) | Client | | |
| Government building levy payment | Client | | |
| Council Property Information (i.e. termites, bushfire category, flooding, designated land, sewerage, planning etc.) | Client / RBS | | |
| Demolition consent (Section 29A) from Council | Architect / RBS | | |
| Legal point of discharge from Council | Civil | | |
| Services authority asset information (i.e. size, depth and offset) if easement close to building works | Client / Architect | | |
| Architectural working drawings including site plan, sections, elevations, adjoining site plans, R L details, proposed drainage methods. (to clarify setback, building envelope, etc) | Architect | | |
| Copy of titles including covenants, section 173 agreements and consolidation plan | Client | | |
| Survey and title re-establishment survey plans | Client | | |
| Confirmation that a planning permit is / is not required | Client / Architect | | |
| Town planning permit and endorsed plans (to correlate with building permit application) | Client | | |
| Council consent to build over an easement | Client | | |
| Other reporting authority (i.e. water, electrical, gas) consent to build over an easement | Client | | |
| Approval to construct on land liable to flooding if not addressed by town planning (if applicable) pursuant to Building Regulation 153 | Client | | |

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| Approval to construct on land designated land or works (if applicable) pursuant to Building Regulation 154 | Client | | |
| Approval to construct on un-sewered land pursuant to Building Regulation 132 | Client | | |
| Bushfire attack level assessment report if property is situated within a designated bushfire prone area | Client | | |
| Domestic builders warranty insurance certificate/s | Builder | | |
| Domestic building contract/s | Builder/Owner | | |
| Owner builder consent certificate | Client | | |
| Geotechnical (Soil) report | Client / Structural | | |
| Structural engineering design documentation i.e. drawings, computations, Building Regulation 126 certification | Structural | | |
| Six star energy report/s / endorsed drawings | Architect / Accredited Energy Rater | | |
| Civil drainage design documentation i.e. drawings, computations, certification (council endorsed if applicable) | Civil | | |
| Structural details of any protection works if required | Builder / Structural | | |
| Form 7 protection notices and adjoining owners form 8 consents | Client | | |
| Adjoining property owners details (obtain from Council) for the purpose of serving form 7 and 8 protection works notices | Client / RBS | | |
| Estate approval documentation i.e. covering letter and endorsed drawings (if applicable) | Client/Architect | | |
| Advice of any community infrastructure development contributions, levy or similar payments required to be made prior to the issue of a building permit including:- — Applicable legislative provision; — Reason for the contribution; — Who must pay and at what time must payment be made. | Client / RBS | | |

Note:

1. The information listed above is required to be submitted for initial regulatory assessment and code review.
2. The initial assessment after receipt of the above, will result in a detailed request for further information being sent to you for further information required to allow permit issue.