

INFORMATION TO ACCOMPANY AN APPLICATION
(DWELLING)

Owner Builders will require three (3) copies of Item No's 2, 3, 4, 6, 7, 8, 10
Registered Builders will require four (4) copies of Item No's 2, 3, 4, 6, 7, 8 & 10
If not provided, copying charges will apply

1. **APPLICATION FORM** - *completed, signed and dated*
2. **ARCHITECTURAL DRAWINGS**
 - *Plan at each floor level with dimensions (Scale 1:100 min)*
 - *All elevations (Scale 1:100 min)*
 - *Sections (Scale 1:100 min)*
 - *The size & locations of structural members*
 - *Any additional details to show compliance (Scale 1:20)*
 - *Site / allotment plan showing dimensions (of allotment), relevant easements, distance to intersecting street, location of proposed building and any existing buildings on site*
 - *Levels on proposed allotment, proposed floor level(s)*
 - *Legal point of discharge to be shown/noted on site/allotment plan*
 - *Details of adjoining developments showing; boundary, habitable windows & distances from boundary, fence details (including height & type), offset from front boundary*
 - *Levels of the allotment and floors, layout of drains and discharge point (Scale 1:500)*
 - *Details showing compliance with Part 4 siting requirements*
3. **SPECIFICATIONS** - *Describe materials and methods to be used in construction*
4. **SOIL REPORT** - *Show soil classification*
5. **SOIL PERCOLATION TEST & PERMIT TO INSTALL A SEPTIC TANK** - *If applicable*
6. **ROOF TRUSS PLAN** - *Showing bracing and truncated / girder truss locations*
7. **COMPUTATIONS** - *For any structural members not within codes together with certificate of compliance (Form 1507)*
8. **CERTIFICATE OF TITLE** - *(copy only) Evidence of ownership, including plan of sub-division and/or survey plan of existing conditions, covenants and 173 agreements*
9. **PLANNING PERMIT** - *(copy only) If applicable*
10. **FIVE STAR ENERGY RATING** - *From an accredited energy rater*
11. **OWNER BUILDER REGISTRATION & DECLARATION** - *Owner builders will require a Certificate of Consent from the Building Practitioners Board for works over \$12,000.00*
12. **INSURANCE CERTIFICATE** - *From a registered builder for works over \$12,000.00*

Depending on the development proposed, additional information may be required to fully assess the application
Please contact our office if you are having difficulty with your application