

# Certified Building Application Checklist

## Relocation

NOTE: Please contact our Planning Unit to confirm if a Development approval is required for the proposed works prior to the submission of a Building Permit application.

### LODGEMENT METHOD

Applications are to be submitted in one of the following formats (emailed applications are not accepted):

#### CATEGORY 1:

**Applicant is a registered Business/Professional in the Design, Planning or Construction industry:**

**Online Only: Electronic Lodgement**

*To register for electronic lodgement, go to the Town's website, select 'Lodge an application', agree to the Terms and Conditions and then click on the 'Register Now' button.*

#### CATEGORY 2:

**Applicant is not a Category 1 applicant:**

<input type="checkbox"/> <b>In Person:</b>	<b>1 Electronic Copy</b> (Entire Application incl. ALL forms, checklist, plans, etc. in unsecured .pdf format on USB Stick/CD-Rom)	<b>OR</b>	<b>1 Hard Copy</b> (ONLY if entire application is A3 size or smaller and max. 10 pages total)
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<input type="checkbox"/> <b>By Post:</b>	<b>1 Electronic Copy</b> (Entire Application incl. ALL forms, checklist, plans, etc. in unsecured .pdf format on USB Stick/CD-Rom)  <b>with hard copy cover letter and cheque for payment</b>	<b>OR</b>	<b>1 Hard Copy</b> (ONLY if entire application is A3 size or smaller and max. 10 pages total)  <b>with cheque for payment</b>
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### INFORMATION REQUIRED

#### Forms & Fees

Certificate of Design Compliance – All documents as listed in the Certificate of Design Compliance (CDC) (BA3)

BA01 form – Application for Building Permit - Certified with:

- *Builders Name, Address, Registration number and Signature*
- *Owners Name(s), Address and Signature(s)*
- *Value of total works (including GST)*

Building application fee and Building Services Levy (BSL) fee is required.   
Construction Training Fund (CTF) Levy fee (if works over \$20,000)

## Plans

**Full Site Plan** showing:

- Size, shape and position of the block
- Location and names of streets
- Boundaries and AHD contours at 500mm intervals
- Location and dimensions of existing structures, trees, etc
- Location of proposed development with boundary clearances (setbacks) clearly marked
- Location of retaining walls
- Location of septic tanks and leach drains
- AHD Datum point, proposed FFLs and FGLs

**Floor Plans** showing room sizes, window sizes and location of smoke alarms

**Elevations** showing natural ground level, proposed FFL and FGL

**Cross Sections** showing footings, walls, eaves and roof details

**Specifications**

**Signed Engineers details** for footings, walls, retaining walls and structure

**Structural plans** certified by a practicing Structural Engineer

## Required Documentation

**Termite Treatment** details

**Energy Efficiency** compliance

**Bushfire Attack Level (BAL) Report (if applicable)**

## Other Documentation

Heritage approval (If applicable)

FESA (If applicable)

Consent of adjoining owner or court order (if applicable)

*Note: Meeting these checklist requirements does not necessarily mean that the proposal will be approved. The Town reserves the right to request further information to assist in the assessment process, if required.*

### TO BE COMPLETED BY COUNCIL

Application vetted by: