

# INFORMATION SHEET

## New Dwelling, Units, Granny Flat, Alterations and Additions and Re-located or Re-Erected Dwellings

The following items are to be submitted with an application for a Building Permit:

	Reference	New Work	Alts&Adds
1. Building Application	Reg 24		
2. Copies of Plans X 3 (see sheet on plan)	Reg 25		
3. Copy of Title (note 1)	Reg 29		
4. Copies of Lodged Plan, PS, or TP	Reg 29, (d)		
5. Copy of any Covenants, Sect 173 Agreements, etc ♦	Reg 29, (e)		
6. Evidence of Ownership (note 2)	Reg 29, (e)		
7. Project Specifications x 3	Reg 25		
8. Builders Registration Number (note 3,4 & 5)	Reg 29 (f)		
9. Builders Warranty Insurance Certificate ♦ (note 3)	Reg 29, (f)		
10. Owner / Builders Declaration / Certificate ♦	Part 25B (Act)		
11. Engineers Design, Comp's and Certification	Reg 29		
12. Soil Investigation Report	Reg 29		
13. Rescode Assessment / Information ♦	Part 5		
14. Site Plan to include Adjacent Property Information	Part 5		
15. Report and Consent Application with Fees ♦	Part 5		
16. Engery Rating report, Certification & stamped plans	Reg 29		
17. Coliban Water Authority Application ♦ (Completed)	Reg 29		
18. Copy of Septic Tank Application/Approval	Reg 801&Sc24 (Act)		
19. Protection Notices ♦	Part 7		
20. Check Survey Plan (Walls on Boundary)	Reg 29		
21. Copy of Town Planning Permit ♦ (With endorsed plans)	Part 24 (Act)		
22. Bush Fire Assessment	Reg 29		
23. Roof Truss Layout & Design Details	Reg 29		
24. A. H. D Levels if Land Affected by Flooding ♦	Reg 153&Sc 24(Act)		
25. Site and Floor levels ♦	Reg 153&Sc 24(Act)		
26. Storm Water Drainage Details	Reg 29		
27. Fees	Schedule 2 (Act)		

### Additional Requirements for a re-erected or relocatable home

a. Condition Report on the building	Schedule 2 (Act)		
b.. Security Deposit	Reg 48		

If applicable

**The Objective of the requirement for a building permit for a new New Dwelling, Units, Granny Flat, Alterations and Additions and Re-located or Re-Erected Dwellings etc, is to safeguard people from injury and loss of amenity, by ensuring the works are carried out to a minimum standard, and to ensure that the property owner is provided with a building that is suitable for occupation at the completion of the works.**

## Notes

- 1) A copy of Title for the allotment, should also include any covenants, section 173 agreements, restrictions and/or encumbrances, and must include a plan showing the shape, dimensions and bearings of the allotment.
  - 2) Evidence of ownership for the allotment can be provided by (a) a letter from the solicitor confirming that settlement has occurred
  - (b) the owners names endorsed on the title
  - (c) a recent title search, listing the owners names
  - (d) a copy of the Transfer of land signed by both parties
  - (e) a copy of the contract of sale signed and dated by both parties.
- 3) Domestic building work costing more than \$16,000.00, must be covered by a site specific warranty insurance policy, with one of the approved warranty insurance organisations.
- 4) Owner builders are exempt from the above requirement, but must have obtained a Certificate of Consent from the Victorian Building Authority.
- 5) Where an owner engages a builder (under a contract) to carry out domestic building work costing more than \$5,000.00, the builder must be a registered building practitioner, and evidence of that current registration must be provided.
- 6) An owner who constructs a building must not enter into a contract to sell the building under which the purchaser will become entitled to possess the building (or to receive the rent and profits from the building) within the prescribed period ( $6\frac{1}{2}$  /years) unless—
  - (a) in the case of a person other than a registered building practitioner--
    - (i) the person has obtained a report on the building from a *prescribed building practitioner* that contains the matters that are required by the Minister by notice published in the Government Gazette; and
    - (ii) the person obtained the report not more than 6 months before the person enters into the contract to sell the building; and
    - (iii) the person has given a copy of the report to the intending purchaser; and
  - (b) the person is covered by the required insurance (if any); and
  - (c) the person has given the purchaser a certificate evidencing the existence of that insurance; and
- (d) in the case of a contract for the sale of a home, the contract sets out the warranties implied into the contract by section 137C.

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