

# Pre-Application Checklist [Domestic Building Works]

The table below sets out the documentation required to be submitted, fees and deposits to be paid with your application and other approvals necessary to allow a Building Permit to be processed:

DOCUMENTATION REQUIRED	NEW DWELLING	DWELLING EXTENSION / ALTERATION	OUTBUILDING
Building Application Form [completed, signed and dated]	Yes	Yes	Yes
Builders Warranty Insurance [required if not Owner-Builder and the cost of works exceeds \$16,000]	Yes	Yes	Yes
Owner-Builder Certificate of Consent from the BPB [required if the cost of works exceeds \$12,000]	Yes	Yes	Yes
**Certificate of Title and approved full copy of the Plan of Subdivision and any Covenants/Section 173 Agreements listed on Title	Yes	Yes	Yes
Proof of Ownership [if current owners name is not shown on Title]	Yes	Yes	Yes
Town Planning Permit and Endorsed Drawings	If applicable	If applicable	If applicable
Developer's / Estate Approval and Endorsed Drawings	If applicable	If applicable	If applicable
Details of Protection Works [Form 3 & Form 4]	If applicable	If applicable	If applicable
Payment of DCP Receipt from Relevant Council	If applicable	No	No
**Property Information Statement from Relevant Council	Yes	Enquire	Enquire
**Legal Point of Stormwater Discharge from Relevant Council	Yes	Enquire	No
**Sewer Plan [Depth & Offset] from Relevant Water Authority	Yes	Enquire	Enquire
Report & Consent from Relevant Council [Build over easement, siting etc.]	If applicable	If applicable	If applicable
**Demolition Consent [Section 29A] from Relevant Council	No	Enquire	Enquire
6 Star HER Report and Endorsed Drawings from and accredited energy rater or DTS report and glazing calculations showing compliance with Part 3.12 of NCC	Yes	Yes	No
Soil Report [nominating soil classification, recommended founding depths and footing type]	Yes	Yes if >50m <sup>2</sup>	Enquire
Bushfire Attack Level [BAL] Assessment	If applicable	If applicable	If applicable
Structural Computations & Certificate of Compliance: Design from registered Engineer [verification of structural member sizes included in drawings]	Yes	Yes	Enquire
Structural Drawings showing structural member sizes, location & details [including wall bracing requirements]	Yes	Yes	Enquire
Floor and/or Roof Truss calculations, design/layout and certification [required prior to inspection of framework]	Yes	Yes	Enquire
Architectural Drawings [ as per Regulation 302 ]	Yes	Yes	Yes
**Project Specifications [ to HIA/MBAV standard ]	Yes	Yes	Enquire
Fees Applicable	Yes	Yes	Yes

## Notes:

Provide 3 x Hard Copies of all relevant documentation to our office [excluding Application Form], any printing undertaken by Arki Building Surveying will incur additional fees.

\*\*This documentation can be obtained by Arki Building Surveyors for an additional fee, please contact our office with enquiries

No Works are to commence on the allotment prior to the issuing of a Building Permit