



APPLICATION CHECKLIST - DOMESTIC

The table below sets out the drawings and other documents to be submitted, fees and deposits to be paid with your Application and other approvals necessary before a Building Permit can be issued.

Drawings, Documents, Other Permits and requirements for building approval and terms of appointment	Supplied	Not Supplied	Not Applicable
Appointment of a Private Building Surveyor form signed by owner (where builder intends to be the applicant)			
Application for Building Permit Form and Terms of Engagement forms			
*Certificate of title, Plan of subdivision (allotment plans) & other relevant title documents			
*Storm Water Legal Point of Discharge from Council (If applicable)			
*Property & Planning Information Certificates from Council			
Report & Consent documents from Council (where applicable)			
Planning Permits copies from Council (where applicable)			
1 copy of Site Plans showing all relevant information including allotment dimensions, levels, easements, building setbacks, storm water and agricultural drainage system layouts and point of discharge, site cuts and retention systems, details of buildings on adjoining allotments, etc. Minimum scale 1:500			
1 copy of fully dimensioned Architectural Plans and Elevations showing floor levels, dimensions, heights, construction details, sectional elevations, light & ventilation analysis, sanitary facilities, etc. Including analysis for determining Part 4 matters such as setbacks, site coverage, building heights and siting, car parking, overlooking and overshadowing, termite barrier system specifications, BAL assessment report, etc. Minimum scale 1:100			

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Drawings, Documents, Other Permits and requirements for building approval and terms of appointment	Supplied	Not Supplied	Not Applicable
1 copy of Engineering Designs, geotechnical reports, structural designs, drawings, details, computations, footings systems, retention systems, drainage system, tanking systems			
1 copy of Energy Rating reports and stamped plans			
Certificate of Compliance (from all design engineers)			
Domestic Contracts Insurance Certificate where cost exceeds \$16,000 (not applicable to owner builders)			
1 copy of Building Specifications for the building works including materials, framing schedule, door & window schedule, etc.			
Protection Works Notices (Forms 3 & 4) (where required)			
Owner Builder Certificate of Consent – applicable for domestic building work over \$16,000			
Septic Tank Permit from Council (if applicable)			
Fees applicable			

Nepean Building Permits is now able to issue Building Permits & Endorsed Documents in an electronic format. However some hard copies are still required to assist in the assessment, inspection & construction stages of a project. Nepean Building Permits request that only one copy of documentation be submitted to our office for assessment. Prior to issue of the Building Permit the amount of hard copies required will be determined and the printing costs will be included on our invoice to you.

* This information can be arranged through our office, please enquire.

No works are to commence on the allotment prior to the issue of a Building Permit.

Building Applications can be personally lodged between 8.30am-4.30pm weekdays at the Rosebud Office and between 9.00am – 4.00pm weekdays at the Mornington Office.

We are happy to discuss your projects and any other requirements at a preliminary design stage. Feel free to ring us on (03) 5986.2466 or call into our office located at Shop 1-4 / 1283 Point Nepean Road, Rosebud or 364 Main Street, Mornington.

James Sheedy *Director*

Robert Holmes *Director*

Danny Rea *Director*