



ILLEGAL WORKS DOCUMENTATION CHECKLIST - DOMESTIC

The table below sets out the drawings and other documents that may be necessary to allow council to consider the removal of a building notice / order issued for illegal works.

Drawings, other documents and permits that may be required for the assessment of illegal works.	No. of copies	Domestic building works including outbuildings
Building Application Form for Illegal Works & Terms of Engagement form completed, signed and dated	1	Yes
Builders Warranty Insurance (not owner builder)	1	Yes if contract price over \$12,000
Owner/Builder Consent from the Building Practitioners' Board	1	Yes if cost of works including labour and materials over \$12,000
* Copy of Registered Title of Land in Owners name, Covenants, Section 173 Agreements and Certified Plan of Subdivision	1	Yes
Site Survey: If illegal works within 1.0 metre of side boundary	1	Yes (if applicable)
Soil Report: To include verification of founding depth and material of any footings placed as part of the illegal works	1	Yes
Floor / Roof Truss Design & Layout from Manufacturer	1	Yes (if applicable)
Structural Computations & Certificate of Compliance from Engineer as required	1	Enquire
Structural Drawings: Additional to architectural - structural members size, location & details as required	1	Enquire
Allotment Plan: Showing Boundaries, building setbacks, dimensions, easements, buildings, buildings on adjoining allotments, streets, site levels, drainage to lawful point, & justifying compliance to siting controls applicable to site	1	Yes
Architectural Drawings: Floor plans, elevations, sections, size and location of structural members.	1	Yes
6 Star Energy Rating Report and stamped plan from an accredited energy rater or Compliance with Part 3.12 including Glazing Calculations & Artificial Lighting Design	1	Enquire

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Drawings, other documents and permits that may be required for assessment of illegal works	No. of copies	Domestic building works including outbuildings
Details of Protection Works To adjoining properties (excavations)	1	Enquire
Copy of Plan showing sewer drain location from Water Authority	1	Yes, if in sewer area
* Council Property Information-Flooding, Termites, Bushfire	1	Yes
* Council Stormwater Discharge Point	1	Yes (if applicable)
Siting Dispensations, Flood report & consent, Build Over Consents, Heritage Consents, etc	1	Yes (if applicable)
Town Planning Permit endorsed stamped plans and Permit conditions	1	Yes (if applicable)
Septic Tank Permit from Council	1	Yes (if applicable)
Fees Applicable		Yes

Nepean Building Permits is now able to receive documentation in an electronic format and capable of printing up to A0 size. Any documentation received electronically will be printed for review and printing charges will be passed on to the client.

* [This information can be arranged through our office, please enquire.](#)

Legend Yes Required to be submitted with your application Enquire May be required depending on circumstances.

IF IN DOUBT, PLEASE ASK.

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 at no cost. 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