

**APPLICATION CHECKLIST – PRE FABRICATED SHEDS/CARPORTS**

**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 a person involved in the building works intends to be the applicant			
Application for Building Permit Form and Terms of Engagement forms			
Certificate of title (in current owners name), Plan of subdivision (allotment plans) & other relevant title documents * This information can be arranged through our office, please enquire.			
Builders Warranty Insurance Certificate & Contract OR Owner Builder Certificate of Consent * Applicable for domestic building work over \$16,000			
1 copy of Engineering Designs, structural drawings, footings systems & Certificate of Compliance - Design			
1 copy of Site Plan & Elevations (if applicable)			
Report & Consent documents from Council (if applicable)			
Planning Permits copies 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.

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

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 1-5/1283 Point Nepean Road, Rosebud or 364 Main Street, Mornington.

**James Sheedy *Director***

**Robert Holmes *Director***

**Danny Rea *Director***

**OTHER HELPFUL RESOURCES**

Planning Scheme Information: <http://services.land.vic.gov.au/landchannel/content/addressSearch>

Practitioner Information: <http://www.vba.vic.gov.au/>

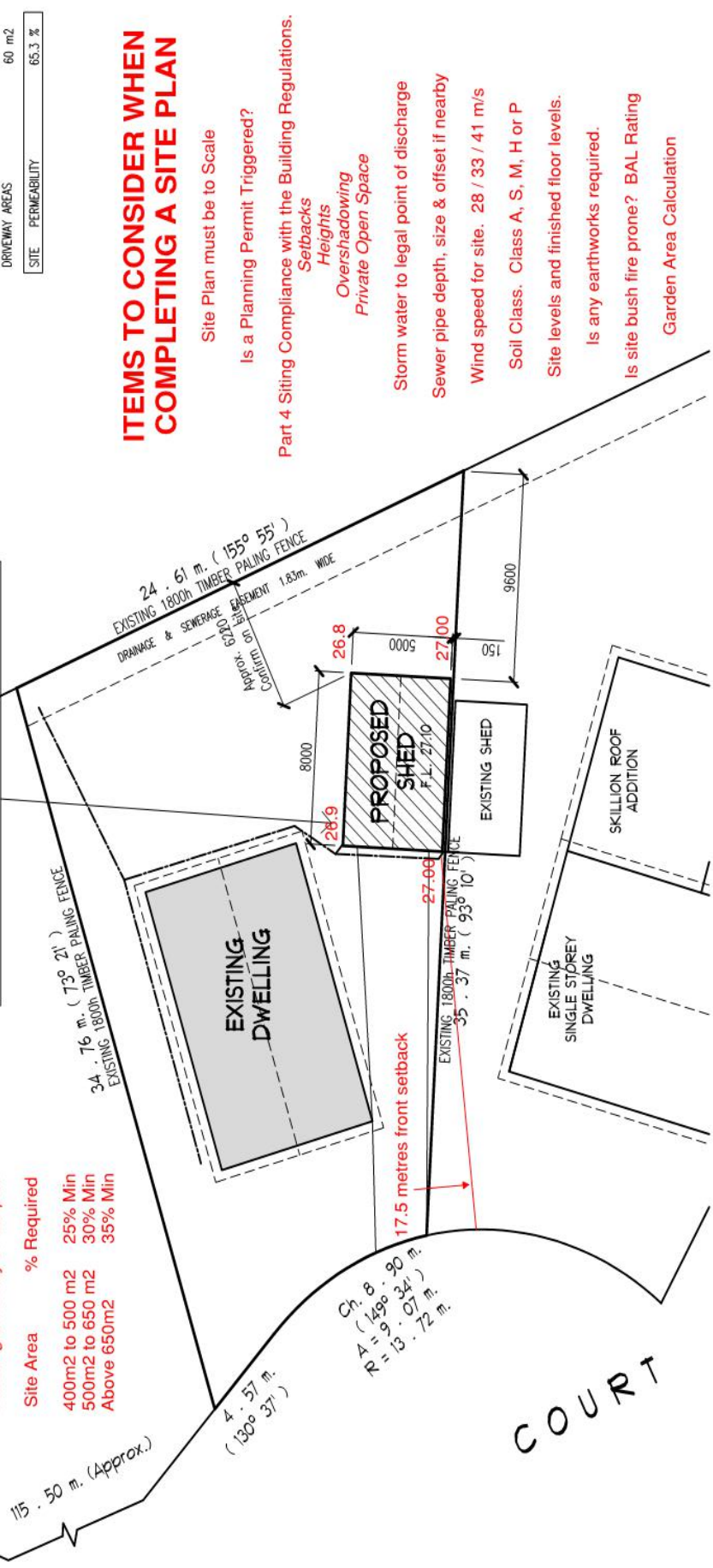
CRESCENT

**GARDEN AREA CALCULATION**

Uncovered outdoor area not including driveway or car park

Site Area	% Required
400m <sup>2</sup> to 500 m <sup>2</sup>	25% Min
500m <sup>2</sup> to 650 m <sup>2</sup>	30% Min
Above 650m <sup>2</sup>	35% Min

NOTE:  
 -CONNECT ALL NEW DOWNPIPES TO EXISTING STORMWATER DRAINS (VIA 90mm DIA. P.V.C. PIPES) TAKEN TO LEGAL POINT OF DISCHARGE TO BUILDING SURVEYORS / COUNCIL REQUIREMENTS  
 - ENSURE DOWNPIPES ARE LOCATED AT A MAXIMUM SPACING OF 12.0m.



**SITE DEVELOPMENT PLAN**

SCALE 1 : 200 @ A3

	REVISIONS:	PROJECT: <b>PROPOSED SHED</b>
	DATE:	SCALE: SEE ABOVE
	DESIGN:	REF:
	DRAWN:	SHEET: SITE PLAN
	DWG NO: A1	CLIENT: