



## WANT TO BUILD A NEW HOUSE?

### MINIMUM APPLICATION INFORMATION REQUIREMENTS

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- Building Permit Application Form** - Fully completed and signed by the applicant.
- Agent's Authority** – If the applicant is not the owner, the applicant must obtain the owner's consent and signature, to apply for the building permit on behalf of the owner. Note the applicant is responsible for the settlement of all applicable fees.
- Copy of Title** – A copy of the Title can be accessed via [www.landata.vic.gov.au](http://www.landata.vic.gov.au) . The copy must be less than 3 months old. Check - are there any easements or covenants or s.173 agreements that may affect the proposed works?
- Planning Permit** – Is a planning permit required – if so has this been applied for? If you already have the Planning Permit provide a copy of the current documentation including the endorsed plans and conditions.
- Permit Fees** – The fees are determined by the cost of works. A quote is available upon request and is valid for 60 days. Fees must be paid at the time of application submission.
- Cost Estimate** of the works - include the full cost of the proposed building, all associated works and labour.
- Bushfire Attack Level Assessment** – A BAL rating will be required if the proposed house is within a Bushfire Prone Area.
- Report & Consent** – This may be required if the siting of the proposed works has potential impact on the neighbouring properties. Issues could include; street setback, building height, site coverage, permeability, side and rear setbacks, walls and carports on boundaries, daylight to existing habitable rooms overlooking, private open space and fencing.
- Submit** the drawings and documentation listed on the next page.

### FOR ANY DOMESTIC BUILDING WORKS EXCEEDING \$12,000 IN VALUE, ONE OF THE FOLLOWING MUST BE PROVIDED

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If you are an **Owner Builder**;

- Owner Builder Consent - provide a **Certificate of Consent** obtained from the Victorian Building Authority. A copy of the application kit is available from the Building Services Counter or can be downloaded from the VBA.  
[www.vba.vic.gov.au/data/assets/pdf\\_file/0004/20398/PN-56-2014-Owner-builder-Certificate-Consent.pdf](http://www.vba.vic.gov.au/data/assets/pdf_file/0004/20398/PN-56-2014-Owner-builder-Certificate-Consent.pdf)

If you have contracted a **Builder**;

- Where a Registered Building Practitioner is contracted, submit a copy of signed page of the building contract.
- Where the works are greater than \$16,000 in value attach a copy of domestic **insurance document**.

### REFERRAL TO OTHER AUTHORITIES

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Where the works encroach on an easement the RCoW will refer the proposed works to the relevant authority for consent, including;

- North East Water Authority** – where the proposed works go over or near a sewer or water supply easement.
- Rural City of Wangaratta** – Note that construction over an easement owned by the RCoW will not be supported. where the proposed works impact on an adjoining property and the building does not comply with the Siting Requirements of Part 4 of the Building Regulations, an Application for Report and Consent will be required.



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### MINIMUM DOCUMENTATION REQUIREMENTS

*To be submitted with the application information, documents to be prepared by registered building practitioners who will be up to date with current regulatory requirements.*

- 3 copies of documents** are to be provided, drawings at A3, other documents at A4.
- Required plans** as listed below are to be fully dimensioned and to the scales identified. They must contain a drawing title block which includes the site details, revision number, designers name and correct plan name.
- Alternative Solutions** – Provide project specific details, lists and descriptions supporting any alternative solution.
- Site (Allotment) Plan** - Scale not less than 1:500 , show title boundaries, dimensions, north point, easements, neighbouring buildings, the location of the building/s relative to the boundaries, any buildings within 3m of the boundary on adjoining land, site works and proposed stormwater drainage, the legal point of discharge. Show the total areas for existing and proposed building works and all impermeable surfaces.
- Floor Plan** – to scale not less than 1:100, fully dimensioned with levels and sections, spaces identified, facilities and wet area details clearly shown
- External Elevations** – to scale not less than 1:100, fully dimensioned, ground floor and ceiling levels and sections, windows, doors, down pipes, control joints
- Roof Plan** – show roof pitch, eave and overhand details, the location of down pipes.
- Reflected Ceiling Plan** – showing ceiling heights finishes, light fittings.
- Wet Areas** - Internal Elevations – to scale not less than 1:50, fully dimensioned,
- Demolition Plan and Elevations** - Scale not less than 1:100.
- Structural Plan** - Scale not less than 1:100, include all structural members, a bracing plan, prefabricated frame and truss computations and a Certificate of Compliance Design (Reg. 1507) prepared by a structural engineer
- Building Sections & Construction Details** – to scale not less than 1:100, showing relative levels and typical construction details at not less than scale 1:20.
- Specification & Schedules** – provide a written description of the building components where not shown on the drawings.
- Soil Test Report** – a site specific report nominating soil and footing types by a structural or geotechnical engineer
- Footings and Concrete Slabs** - Nomination of footing type, founding depth and slab extent, materials, thickness, vapour barrier, concrete strength , reinforcement , ties
- Timber floor framing** on stumps – provide details of all structural elements
- Masonry Construction Details** - Identify structural and non-structural elements. Dimensions of engaged and isolated piers masonry unit sizes, mortar specification , show the location of any control joints required
- Glazing** - details of glass types, windows areas, light and ventilation schedules.
- Electrical Services** layout plan - including location of the electrical switchboard and hot water service, smoke detectors and lighting layout.
- Bushfire Attack level (BAL) elements** - identification of how the BAL elements have been incorporated into the works
- Home Energy Rating Scheme, HERS - Energy Efficiency report** – identifying all elements incorporated into the works to achieve the minimum 6 star rating required. Identification and details of either solar HWS or harvested stormwater for use in toilets.

Refer to VBA Practice Note PN 62-2014 Documentation Required for Applications for Building Permits  
<http://www.vba.vic.gov.au>