



## WANT TO SITE & USE A SHIPPING CONTAINER ?

### Do you want to use the container as a store shed?

#### MINIMUM APPLICATION INFORMATION REQUIREMENTS

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- Building Permit Application Form** - Fully completed and signed by the applicant.
- A contact phone number and email are required.
- 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 payment of the building permit fees.*
- Permit Fees** – The fees are determined by the cost of works. A quote is available upon request . Fees must be paid at the time of application submission.
- Copy of Title** – A copy of the Title can be accessed via [www.landata.vic.gov.au](http://www.landata.vic.gov.au) . Provide both the written description and the plan - the copy must be less than 3 months old. *Also check - are there any easements, covenants or s. 173 agreements that may affect the proposed works? If so a copy of theses will also be required to be submitted.*
- 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 letter form Planning, the endorsed plans and any conditions.
- Cost Estimate** of the works - include the full cost of the proposed works and labour.
- Bushfire Attack Level Assessment** – A BAL rating will be required if the proposed shipping container is within a Bushfire Prone Area and within 6m of the dwelling with which it is associated.
- Report & Consent** – This may be required if the siting of the proposed works has potential impact on the neighbouring properties.
- Engineering Report & Certificate of Compliance (r.1507)** – If you intend altering the container by forming openings or using it to support other loads you will need engineering certification of the proposed alterations. You may need to seek advice on the footings and fixings of the container.
- 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)



## Want to use the container as a store shed?

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

Where the works encroach on an easement consent the relevant authority will be required, including;

- North East Water Authority** – if proposed works go over or near a sewer or water supply easement.
- Rural City of Wangaratta** – Note , construction over a RCoW easement 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, Report and Consent will be required.

### MINIMUM DOCUMENTATION REQUIREMENTS

*It is recommended documents be prepared by a registered building practitioner who knows the regulatory requirements.*

- 3 copies of **drawings**, to scale, at max. size A3, other documents at A4.
- Required plans** as listed below are to be fully dimensioned and to the scale.  
They must contain a drawing title block which includes the site details, revision number, designers name and correct plan name.
- Site (Allotment) Plan** - Scale not less than 1:200, show title boundaries, dimensions, north point, easements, the location of the proposed containers siting relative to the boundaries and all other buildings on the site and neighbouring sites, any proposed site works and proposed stormwater drainage around the base of the container.
- Floor & Roof Plan** – plans to be drawn to scale not less than 1:100, fully dimensioned with floor level shown relative to ground level.
- External Elevations** – to scale not less than 1:100, fully dimensioned, ground floor and ceiling levels, sections, windows and door openings.
- Structural footings plan** - Nomination of footing arrangement, founding depth and extent, materials, thickness, concrete strength , ties and hold down details to scale not less than 1:50.
- a **Certificate of Compliance Design (Reg. 1507)** prepared by a structural engineer if required
- Soil Test Report** – if required by the structural engineer - a site specific report nominating soil and footing types . This is obtained through or supplied by a structural or geotechnical engineer.

If in doubt please ask.

Refer to VBA Practice Note PN 62-2014 Documentation Required for Applications for Building Permits