

BUILDING CHECKLIST



RETAINING WALLS

Information to be provided to apply for a Building Permit

- 1 Completed Building Permit Application Form (Form 1).
- 2a Full Copy of Title including Plan of Subdivision, Covenants and any Section 173 Agreements attached to the title.
(visit www.landata.vic.gov.au, solicitor or conveyancer to obtain current title information)
- 2b Evidence of ownership of the allotment or evidence that a contract has been entered into pursuant to Section 9AA of the Sale of Land Act 1962 and Plan of Subdivision and settlement has taken place. (for land that has recently been purchased)
- 2c If property is owned by a Business or Company an ASIC company search, which lists all Directors is required. (visit www.asicconnect.asic.gov.au/public/ to assist with your search)
- 3 Copy of Planning Permit and endorsed plans. (if applicable)
(Note – Building and Planning applications can be lodged concurrently)
- 4 A copy of allotment site plan, to a scale of no less than 1:500 showing:
 - Boundaries and dimensions of the allotment and any relevant easements;
 - The distance to the nearest intersecting street;
 - The position and dimensions of the proposed building and its relationship to the site boundaries and any other buildings on the site;
 - The location of Stormwater Drainage on site;
- 5a Full structural plans to scale (scale 1:100), computations and Certificate of Compliance, site specific.
- 5b Certificate/s must include the following details, in accordance with Regulation 126.
Moirá Shire Council
Municipal Building Surveyor
44 Station Street Cobram Vic 3644
Email – info@moira.vic.gov.au

NOTE

Payment of Council Building Permit fees and State Government Levies, from the Victorian Building Authority (VBA), must be received prior to a Building Permit being issued.

