* Fully completed Building Permit Application Form (Form 1)
* A copy of plans and elevations to scale not less than 1:100 and specifications describing materials and methods to be used in the construction
* A copy of an allotment plan to a scale of no less than 1:500 showing:
  + - Boundaries and dimensions of the allotment and any relevant easements
    - 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.
    - Septic tank location with associated effluent dispersal fields (if applicable)
* A copy of any computations or reports necessary to demonstrate that the building would, if constructed in accordance with the computations and reports, comply with the Regulations
* A copy of appropriate slab/footing design based on soil classification and soil report if necessary
* Copy of Owner/Builders Certificate of Consent from the Victorian Building Authority (VBA) if the value of the domestic work is greater than $16,000.00 or Owner/Builder Acknowledgement form if the cost is less than $16,000.00.
* If using a registered Building Practitioner please provide a copy of the Domestic Builders Warrantee Insurance. (if total cost of works is greater than $16000)
* 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
* Full copy of Title including Plan of Subdivision, Covenants and any Section 173 Agreements attached to the Title
* Evidence that each Building Practitioner to be engaged in the building work holds a Building Practitioners Certificate issued by the VBA.
* Associated Building fees to be paid.
* Town Planning Permit and endorsed plans. (If applicable)

(Note – Building and Town Planning applications can be lodged concurrently)