* 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 allotment plans 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 levels of the allotment, the floors of the building, street drainage channels
	+ The location of Stormwater Drainage on site.
* A copy of Six Star Energy Rating Report and stamped plans and nominate either a rain water tank or solar hot water system.
* A copy of an assessment under AS3959-2009 identifying the appropriate Bushfire Attack Level (BAL) for the proposed building. (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 a soil report and appropriate slab/footing design based on soil classification
* Original of Owner/Builders Certificate of Consent from the VBA if the value of works is greater than $16,000.00 or Owner/Builder Acknowledgement form if the cost is less than $16,000.00.
* 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
* 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 Building Practitioners Board.
* If using a registered Building Practitioner, please provide a copy of the Builders domestic liability insurance policy.
* If in an unsewered area you will need to obtain a septic tank permit and contact must be made with the Environmental Health Department
* House Relocation Deposit $10,000.00
* Payment of Council Building Permit fees and State Government Levies
* Asset Protection application form completed
* A copy of a structural timber specification if not detailed on plans
* Nominate Termite Protection Method
* Nominate a Solar hot water system or a water tank with a minimum capacity of 2000ltrs to be connected to all sanitary flushing system as per Plumbing Regulations 2008
* Town Planning Permit and endorsed plans. If applicable

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

* An extract of the major domestic building contract (if applicable) showing the names of the parties to the contract under which the proposed building work under the permit is to be carried out