

* Fully completed Building Permit Application Form (Form 1)
* Full copy of Title including Plan of Subdivision, Covenants and any Section 173 Agreements attached to the Title
* 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 wall and its relationship to the site boundaries and any other buildings on the site.
	+ The location of Stormwater Drainage on site.
* A copy of the specifications for the wall or fully detailed notation on plans
	+ (eg timber grades, steel sizes)
* A copy of any computations and drawings for all retaining walls over 1m in height including connection details and accompanying reports.
* Structural Engineer Certification Certificate
* If a building is over an easement, one (1) copy of consent for Building over an easement from relevant authority must be submitted if applicable.
* Copy of Town Planning Permit and endorsed plans. If applicable
* Associated Building fees to be paid.