[](http://www.google.com.au/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwj4uYrgqdDTAhUKWrwKHQwZAQYQjRwIBw&url=http://regional.sheppnews.com.au/2016/12/02/63867/moira-rebranded&psig=AFQjCNFMn8d2qqKqLPDpaFSC1h56liwvtQ&ust=1493784150496543)

* 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.