

# Certified Building Application Checklist

## Re-Roof

NOTE: Please contact our Planning Unit to confirm if a Development approval is required for the proposed works prior to the submission of a Building Permit application.

### LODGEMENT METHOD

Applications are to be submitted in one of the following formats (emailed applications are not accepted):

#### CATEGORY 1:

**Applicant is a registered Business/Professional in the Design, Planning or Construction industry:**

**Online Only: Electronic Lodgement**

*To register for electronic lodgement, go to the Town's website, select 'Lodge an application', agree to the Terms and Conditions and then click on the 'Register Now' button.*

#### CATEGORY 2:

**Applicant is not a Category 1 applicant:**

**In Person: 1 Electronic Copy**  
(Entire Application incl. ALL forms, checklist, plans, etc. in unsecured .pdf format on USB Stick/CD-Rom)

**OR 1 Hard Copy**  
(ONLY if entire application is A3 size or smaller and max. 10 pages total)

**By Post: 1 Electronic Copy**  
(Entire Application incl. ALL forms, checklist, plans, etc. in unsecured .pdf format on USB Stick/CD-Rom)  
**with hard copy cover letter and cheque for payment**

**OR 1 Hard Copy**  
(ONLY if entire application is A3 size or smaller and max. 10 pages total)  
**with cheque for payment**

### INFORMATION REQUIRED

#### Forms & Fees

Certificate of Design Compliance – All documents as listed in the Certificate of Design Compliance (CDC) (BA3)

BA01 form – Application for Building Permit - Certified with:

- *Builders Name, Address, Registration number and Signature*
- *Owners Name(s), Address and Signature(s)*
- *Value of total works (including GST)*

Building application fee and Building Services Levy (BSL) fee is required.  
Construction Training Fund (CTF) Levy fee (if works over \$20,000)

## Plans

**Full Site Plan** showing:

- Size, shape and position of the block
- Location and names of streets
- Boundaries and AHD contours at 500mm intervals
- Location and dimensions of existing structures, trees, etc
- Location of proposed development with boundary clearances (setbacks) clearly marked
- Location of retaining walls
- Location of septic tanks and leach drains
- AHD Datum point, proposed FFLs and FGLs

**Floor Plans** showing room sizes, window sizes and location of smoke alarms

**Specifications**

**Structural plans** certified by a practicing Structural Engineer, including tie-down details

**Bushfire Attack Level (BAL) Report (if applicable)**

## Other Documentation

Home Indemnity Insurance Certificate (if works over \$20,000)

Consent of adjoining owner or court order (if applicable)

*Note: Meeting these checklist requirements does not necessarily mean that the proposal will be approved.*

*The Town reserves the right to request further information to assist in the assessment process, if required.*

### TO BE COMPLETED BY COUNCIL

Application vetted by: