

Uncertified Building Application Checklist

Fencing

(All Front Fences & Masonry Fences)

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:

<input type="checkbox"/> 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)
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<input type="checkbox"/> 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
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INFORMATION REQUIRED

Forms & Fees

BA02 form – **Application for Building Permit - Uncertified** 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
- 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
- Datum point, proposed FFLs and FGLs

Elevations showing natural ground level, proposed FFL and FGL

Specifications

Signed Engineer's Structural Plans & Details for footings, walls, retaining walls and sliding gate support/mounting details

Other Documentation

Bushfire Attack Level (BAL) Report (if applicable)

Heritage approval (If applicable)

FESA (If applicable)

Water Corporation Approval (If applicable)

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: