Uncertified Building Application Checklist

Dwelling & habitable additions

- ☐ A completed BA2– Application for Building Permit -Uncertified
- ☐ Payment of relevant fees, refer Planning & Building Fee Calculator
- ☐ 1 x Site Plan (Scale 1:200) - The site plan must show a contour survey or spot levels, proposed finished floor levels, the distance the proposed structure will be setback from the lot boundaries,septic systems and north point.
- ☐ 1 x Elevations (Scale 1:100)
- ☐ 1 x Floor Plan (Scale 1:100)
- ☐ 1 x Building Specifications
- ☐ 1 x Energy Efficiency Compliance Report
- ☐ 1 x Engineer's Details
  - Site Inspection
  - Footing and Slab Detail
  - Retaining Wall Details
  - Report on existing retaining wall
- ☐ Termite Management Solution
- ☐ Home Indemnity Insurance or Owner Builder Certificate (not required if value of construction is less than $20,000)
- ☐ Building and Construction Industry Training Fund and Levy (BCITF) form or Copy of BCITF receipt (required where estimated costs of building or construction exceeds $20,000 inc GST)
- ☐ BA20 – Notice and request for consent to work affecting other land encroachment or adversely affecting (if required)
- ☐ Any Performance Solution (if required)
- ☐ Development Application (if required)

Plans to scale (no larger than A3) are to be drawn in ink on appropriate quality single sided paper.

Please note that further information may be required for certain applications and is at the discretion of the Building Surveyor assessing the plans.

For further information, please contact the Town's Regulatory Services on 9339 9339.

Applicant declaration

I,_____confirm that I have provided all of the information outlined above with my application. I am aware the Town will review the information submitted and may seek clarification or further information.

Signed:_____Date: _____

Effective June 2022