



BUILDING SURVEYORS CODE Pty. Ltd.

Consulting Building Surveyors

Application checklist

The following documents, as applicable, may/will be required part of building permit/s:

- Building permit application Form 1.
- Please nominate builders' name, address, and registration details. The builder will be required to be registered as a domestic builder. [Not required if works to be carried out as 'owner-builder.].
- Please provide builder's domestic insurance.
- Please provide copy of "Certificate of consent" from building practitioners board for owner builder. Note copy of builder's domestic insurance in accordance with the Domestic Builders Contract and Tribunal Act 1995 is not required if works to be carried out as owner builder.
- If the proposed works impact site easement/s, the consent and report of the authority over the easement is required to be sort. (Regulation 310). Please also provide details of the services located within the easement affecting the proposed works. Upon request we can coordinate the BOE (building over easement) process.

Upon request we can apply for the following information and we will advise accordingly. Alternatively you can provide the following. Please confirm should you wish BSC to apply and obtain at cost.

- Copy of title and title plan less than 3 months old.
- Property information (flooding, termites bush fire etc.)
- Legal point of discharge for the storm water system.
- Planning information advice from council.
- Section 29a consent for the demolition works
- BAL assessment is/may be required.
- 6 star energy report and endorsed plans.
- Copy of the Town Planning Permit and endorsed drawings ensure all conditions satisfied
- Protection works notices Form 3 and 4 is/may be required to be served on the adjoining owners and only when council is the authority over the road (if required). In some cases this process can take time. Please ensure that Protection Notices are served by certified mail so that the regulations that allow a maximum time period for responding or the recipient is 'deemed to have agreed' can be implemented if required.



BUILDING SURVEYORS CODE Pty. Ltd.

Consulting Building Surveyors

- The Report and Consent of the relevant council will be required for public protection under regulation 604(4) for any public protection works located on the street. Irrespective of whether they are located on the street or not full details of the proposed public protection works must be provided for approval of the relevant building surveyor.
- Copy of certified check survey plan.
- Architectural drawings and specifications along with an allotment plan to a scale 1:500 or other approved scale showing the distance to the nearest intersecting street.
- Structural drawings, computations along with Certificate of Design Compliance pursuant to Regulation 1507. This is to be addressed to Yavuz (Leo) Demirel of this office, as the relevant surveyor.
- Copy of soil report.
- Roof Truss computations and layout required prior to its installation.

A further regulatory check will be done when a final set of documents provided. Any additional requirement/s will then be advised.

Please note: If the above information is not provided within 6 months of the date of this letter/fax the application is deemed to have lapsed.

Should you have any queries please feel free to contact our office on 8658 9302.

Kind Regards,

Leo Demirel
Building Surveyor