

APPLICATION CHECKLIST – Verandah / Carport / Garage / Shed

Building Act 1993, Building Regulations 2006

Copies Required	Document	Tick
1	Application Form	
1	Letter of Appointment (to be signed by owner/s)	
1	Endorsed Town Planning Permit and drawings (if applicable)	
1	Working Drawings and Specifications. The following information will be required: <ul style="list-style-type: none"> - Location of the proposed works incl. setbacks to boundaries as well as location of existing structures on the property. - Calculation of site area and building coverage (if close to 50%) - Indicate permeable parts of the allotment (i.e. grass, garden etc. if these areas equate to less than 30% of the site area) - North position - If proposed building is situated on the property boundary, indicate approx. location of buildings on the adjoining property (if neighbour is within 3m of your southern boundary, OR 2m in any other case); - Elevations showing Building Heights 	
1	Engineering Drawings, Computations & Reg 1507 Certificate of compliance (if required). Alternatively, detailed structural drawings specifying structural members and footings	
1	Council or relevant authorities consent (If applicable)	
1	Current certificate of Title and Plan of sub-division (within last 90 days). Evidence of ownership also required.	
1	Builders Warranty Insurance(registered builder carrying out works over \$16,000) or if owner builder , a certificate from the Building Practitioners Board (if cost exceeds \$16,000)	
	Fees (to be paid prior to the issue of the Building Permit). Cash, Cheque, or Direct Deposit.	