



BUILDING PERMIT APPLICATIONS FOR RE-ERECTION OF RELOCATED DWELLINGS

REQUIRED SUPPORTING DOCUMENTATION

To avoid unnecessary delays in processing your building permit application, this guide has been compiled to identify the minimum information required to be submitted with an application for a building permit to re-erect a dwelling.

Please note this guide is not comprehensive and further information may be requested upon review of the application.

Building Permit Application Checklist:

- Building Permit Application (Including Agent Authorisation if applicable).
- Where an owner builder is specified we note a Certificate of Consent must be obtained from the Victorian Building Authority (Ph.: 1300 360 320 Web: www.vba.vic.gov.au) if the cost of building works is in excess of \$16,000. Alternatively if a builder is to be engaged provide the builders details and practitioners registration number.
- Where a builder is appointed to carry out domestic building work and the cost is in excess of \$16,000, provide a copy of the domestic building warranty insurance.
- The registration number and name of the builder (including builders warranty insurance if over \$16,000) contracted to re-erect, re-stump, re-roof, etc the dwelling.
- A full current copy of your Certificate of Title and lot plan including details of any covenants, easements, 173 agreements or restrictions **(not older than 30 days)**. A copy of your Certificate of Title can be ordered online from the Titles Office website at www.land.vic.gov.au.
- Three (3) sets of architectural plans **drawn to scale of 1:100** including:
 - a) Site plan to scale showing location of proposed structure in relation to common boundaries, easements, location of immediate adjoining properties and distance from any existing buildings.
 - b) Floor plan, elevations, section details and structural details.
- Details demonstrating compliance with the Energy Efficiency requirements of Part 3.12 of the Building Code of Australia.
- Three (3) copies of complete Project Specifications describing materials and methods to be used in the construction and demonstrating compliance with the Building Code of Australia and relevant Australian Standards.
- Two (2) copies of a soil report prepared by a licensed geotechnical engineer.

- Details on the method of storm water drainage proposal to a legal point of discharge.
- If the existing building is located within the Pyrenees Shire Council then evidence of approval for the removal of the building from its present site (building permit for removal of dwelling).
- Where the structure is prefabricated or an engineer has been commissioned, provide three (3) sets of structural drawings and computations together with a Certificate of Compliance (Form 1507) from the design engineer.
- A report prepared by a qualified Building Surveyor/Inspector covering the condition of the building and its suitability for re-location, including a condition report. Depending on the results of this report, various conditions will be included on any permit issued.
- Where planning approval is applicable, a copy of the planning permit and endorsed drawings are required.
- Approval for septic system installation from Council's Environmental Health Officer where the proposal is not within the Sewerage District.
- Provide a condition report of the government road providing access to the allotment. Minimum standards of construction apply to access roads. For further information contact Pyrenees Shire Engineering Department on (03) 5349 1100.
- A copy of the Bushfire Prone Area Report for your property. This report may be obtained via www.land.vic.gov.au If your property is located within a Designated Bushfire Prone Areas, you will need to complete a Bushfire Attack Level Assessment Report and lodge this with your Building Permit application along with a specification of the proposed works.
- A cash security deposit or bank guarantee for the amount of \$5,000.
- If applicable a request for consideration of a dispensation under Building Regulation 608.

Please note that building permit fees will be determined upon the receipt of your Building Permit Application.

Should you require further information or clarification on the above requirements, please do not hesitate to contact the Building Department on (03) 5349 1100