

MULTIUNIT DEVELOPMENT PERMIT APPLICATION CHECKLIST

Building ACT 1993, Building Regulations 2006



- ☐ **1x Completed Building Permit Application Form** (*Attached*)
- ☐ **1x Certificate of Title** - Plan of Sub-Division
 - Covenants (*If Applicable*)
 - 173 Agreements
- ☐ **1x Proof of ownership.** (*If current owners name are not listed on title*)
(Copy of rates notice, current title search or solicitors letter confirming settlement)
- ☐ **1x Builders Domestic Warranty Insurance**
- ☐ **1x A copy of Builders Domestic contract**
- ☐ **1x Council Property Information**
(Contact local council for application or Permit Point can apply on your behalf)
- ☐ **1x Town Planning Permit and Endorsed Drawings**
- ☐ **1x Architectural Drawings & Project Specifications**
- ☐ **1x Structural Engineers drawings**
- ☐ **1x Structural Computations**
- ☐ **1x Certificate of Compliance Design-(Form a 1507)**
- ☐ **1x Geotechnical/Soil Report**
- ☐ **1x Provide a Re-Establishment Survey Plan**
(Contact a land surveyor)
- ☐ **1x Council Legal Point of Discharge for stormwater Consent.**
(Contact local council to obtain approval)
- ☐ **1x Stormwater/Drainage drawings and computations Approved by Council**
- ☐ **1x 6 Star Energy Report & Endorsed plans**
- ☐ **1x Bushfire Attack Level Assessment (BAL Report)** (*If Applicable*)
- ☐ **1x Protection Notices Form 3 & Form 4** (*If Applicable*)
(Only required if building is on boundary or abutting adjoining building) (Permit Point will assess and advise if required)
- ☐ **1x Provide Service pipe depth, offset information for easements within or adjoining your site.**
(Required if the building is within 5m of any service pipes within the subject or adjoining properties) (Contact the relevant authority to obtain details (Yarra Valley/ City West Water & South East Water, electrical, gas authority or council))
- ☐ **1x Building over easement Consent** (*If Applicable*)
(Only required if the structure is over or within 1m of an easement) (Council, gas, electricity & water authority consent maybe required)
- ☐ **1x Land liable to flooding Consent from council or Melbourne Water** (*If Applicable*)
(Only required if the property is in flood prone area) Council property information will confirm this)
- ☐ **1x Council Receipt for Payment of DCP Levy** (*If Applicable*)
(Contact your local council to confirm if Development Contribution plan Overlay applies to the property)
- ☐ **Fee's to be paid prior to issuing of permit unless agreed otherwise**

Note: *Building permit applications items may vary depending on complexity of the project and Permit Point Building Consultants may request additional information during application assessment process. Building permit applications will be assessed for building regulatory compliance within 7 days of receiving documentation.*