

Documentation Checklist - Domestic

1. Signed letter of appointment from the Owner and application form.
2. Proof of ownership being copy of title and plan of subdivision, this is also required to include any encumbrances, covenants or agreements referenced on title. A title search can be provided at an additional cost.
3. Builders details and warranty insurance for the project.
4. Property information and legal point of discharge from the local council.
5. Copy of town planning permit and endorsed plans (if applicable).
6. Copy of town planning permit and endorsed plans. (if applicable) Any conditions on the planning permit that are worded to be satisfied prior to development commencing will be required to provide this office proof of these being satisfied.
7. Site plan at not less than 1:500 to include:
 - a. Location of proposed works and its relationship to the boundaries and dimensions of the allotment including any easements and existing buildings on the site including any buildings on adjoining allotments required to show compliance with the act and regulations
 - b. Dimensions of the proposed works
 - c. Setbacks of proposed works to allotment boundaries and any existing buildings
 - d. Site and floor levels in relation to the existing conditions, particularly on sloping sites where site survey may be required and where If site is affected by flooding the required AHD level.
 - e. location existing stormwater if applicable and proposed stormwater, including street drainage channel and stormwater drain, the layout of drains to the point of discharge and details necessary to show compliance with the act and regulations
 - f. locations and area of impermeable surfaces including garden area covering the allotment
 - g. location and dimensions of car parking spaces
 - h. location and dimensions of private open space
 - i. Location of north and measurement to the nearest intersecting street corner
8. Architectural plans and elevations. Architectural drawings shall have draftspersons registration and include:
 - a. Plan at each floor level, elevations sections dimensions of each structural member to a scale of not less than 1:100 together with any details that are necessary to show compliance to a scale of not less than 1:20.
 - b. Specification describing materials and methods to be used in construction
 - c. Section detail showing insulation if applicable and how the finished floor level relates to the site, any stairs or ceilings being installed.
 - d. Elevations of each façade including window and doors locations and sizes
 - e. Section detail on condensation management
9. Soil test if required by the structural design engineer for the development.

10. Engineers design for the footing system, wall, and roof bracing as well as lintel sizes, it shall include:
 - a. computations and a certification for the design at the designated address in the format of Victorian Building Regulation 126.
 - b. The 126 certification is required to be addressed to relevant building surveyor;

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Permission to Build
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11. Energy rating report including glazing and lighting details in the NatHERS 6 star format
12. BAL assessment where required and details of how the construction of the dwelling will comply with the determined rating within the assessment.
13. Septic tank permit to install or consent from water authority to connect to sewer.