



Note: Submissions can be made electronically to [building@hobsonsbay.vic.gov.au](mailto:building@hobsonsbay.vic.gov.au)

### Documentation required when making an application

1. Complete the [Building Permit application](#) form (Form 1).
2. With the application, include the following information:-
  - Copy of Title, plan of subdivision and any covenants on the land (Produced within 90 days)  
These can be obtained through the Landata Website ([www.landata.vic.gov.au](http://www.landata.vic.gov.au))
  - Architectural working drawings (to professional standard) including site plan
  - Structural drawings, computations, certificate of compliance from engineer
  - Soil report, engineer's drawings (structural layouts or slab design)
  - Project specifications
  - A copy of a certificate of insurance for domestic building work (if using builder)
  - An extract from the major domestic building contract showing the builder's details
  - For new dwellings, certification of 6-star energy rating
  - Owner builder Certificate of Consent - Victorian Building Authority ([www.vba.vic.gov.au](http://www.vba.vic.gov.au))
3. If previous consents have been obtained from council or other regulatory authorities, then these too should be included in the application. This may include:-
  - Town planning permit/approval & associated endorsed plans
  - Copy of consent for siting ([dispensation](#))
  - Consent to [build on flood prone land](#)
  - Consent to [build over a drainage easement](#)
  - Details of granted exemptions or determinations
4. Under the building regulations the following information (residential) may also be required to complete the submission.
  - Calculation of site coverage
  - Indicate permeable parts of the allotment
  - Parking provision (cars)
  - North position
  - Indicate building & extent of open space position on adjacent allotments
  - Show position, size & type of windows to adjacent buildings
  - Shadow diagrams, overlooking diagrams & height of boundary fences
  - It also pays to show adjacent easement/s & details of services within
5. During the design stage it is good practice to obtain [property information](#) from council. This, for example, will assist the designer in ascertaining if a [planning permit](#) is required, decide on the construction to resist termite attack, or establish the floor level in flood prone areas.
6. Fees must be paid on application. In addition to the building permit fee (listed on separate schedule) there is :-
  - A state government levy for all permit applications with a cost over \$10,000
  - A lodgement fee for all work
  - An asset protection deposit (bond) and inspection fee for the crossover and footpath
7. Once submitted, the application will be assessed. If the information is complete and correct then a permit will be issued. If further information is required then a permit will be issued once all the outstanding items are addressed



## Standard of plans for applications

The process of applying for a building permit requires (apart from other information) the submission of clear and precise working drawings for the proposal.

The working drawings consisting of various views and details must be complete and neatly set out with notes and descriptions that are clearly legible. Any person should be able to read and completely build the proposal from those plans without question. Owners with inadequate building knowledge or drawing skills and thinking of preparing their own plans may find it a frustrating experience if such plans are rejected, or require alteration and additional information. It is also a frustrating and time wasting experience for a building surveyor to check those plans that are below standard.

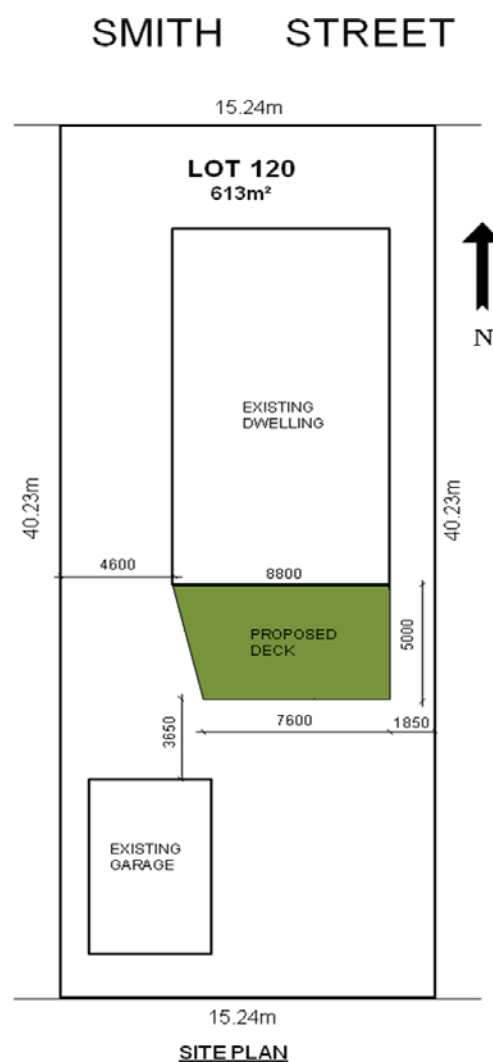
Council advise that working drawings and documentation necessary for a building permit should be prepared by a registered building practitioner in the category of draftsman.

Drawings must include a site plan to a scale of not less than 1:500 showing:

- the lengths and compass bearings of all allotment boundaries to match the approved plan of subdivision or sketch as shown on the Land Title,
- all existing and proposed conditions on site, a north arrow, easements and the distance to the nearest intersecting street,
- the position and dimensions of the proposed building/s and its relationship to the boundaries and to any existing building on the allotment and to any part of a building on an adjoining allotment where necessary to show compliance with the regulations,
- a statement of the use or intended use of all buildings,
- levels of site and floors, levels of street drainage channel and stormwater drain,
- layout of drains to the point of discharge and details to show compliance with the regulations.

Generally working drawings will comprise:

- the plan of the proposal at each floor level (including existing conditions),
- elevations, sections, dimensions,
- the sizes and locations of structural members 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.



Specification documents, which support the drawings, should also be prepared describing materials and methods to be used in the construction.

**Council reserves the right to refuse acceptance of drawings and specifications in connection with a building permit application, which do not meet the above criteria.**