



Submissions can be lodged through the Council website or via email [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:
  - A copy of title, plan of subdivision and any covenants on the land. These can be obtained from [www.landata.vic.gov.au](http://www.landata.vic.gov.au)
  - Certificate of consent from the Victorian Building Authority ([www.vba.vic.gov.au](http://www.vba.vic.gov.au)) to carry out works as Owner-builder if the estimated cost of the building work is greater than \$16,000
  - Certificate of insurance for Domestic Building Insurance (if using builder) and
  - An extract from the major domestic building contract showing the builder's details
  - Project specifications
  - Geotechnical Report
  - Energy Rating Report – New dwellings and dwelling extensions
  - Architectural/Working Drawings
  - Structural Drawings
  - Structural Computations and a certificate of compliance from a civil engineer
3. If consent has 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
  - Details of granted exemptions or determinations
  - Consent for [siting dispensation](#)
  - Consent to [build on flood prone land](#)
  - Consent to [build on designated land or designated works](#)
  - Consent to [build over a sewerage easement](#)
  - Consent to [build over a drainage easement](#)
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
  - Car parking provisions
  - 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:
  - Building levy for all permit applications with a cost over \$10,000
  - 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 there are corrections to be made or further information required then a permit will be issued once all the outstanding items are addressed



## Standard of drawings for applications

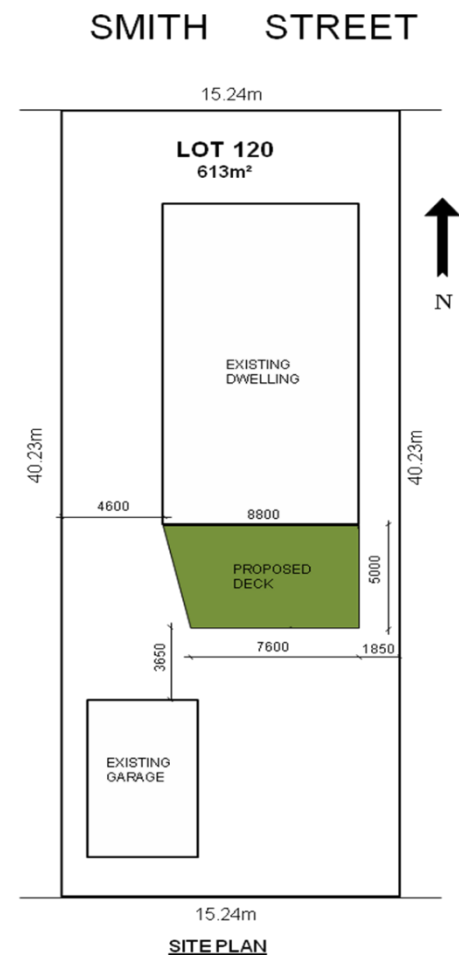
The process of applying for a building permit requires (apart from other information) the submission of clear and precise working drawings for the proposal.

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 be clear, drawn to scale, show all dimensions and relevant notes. The following working drawings will be required for a building permit application:

- Site plan drawn to a scale of not less than 1:500 showing;
  - Lengths and compass bearings of all allotment boundaries to match the approved plan of subdivision or sketch as shown on the plan of subdivision
  - 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 the site and floors, levels of street drainage channel and stormwater drain
  - Layout of downpipes/drains and connection to the legal point of discharge
- Floor plan (each floor level);
  - Existing floor plan
  - Proposed floor plan
- Elevations
- Cross section (through the building)
- Details – showing various connection details that are necessary to show compliance to a scale of not less than 1:20
- The sizes and location of structural members to a scale of not less than 1:100
- 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.**