



Building Surveyors

Collinson Fogarty Laws  
Building Surveyors & Inspectors  
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## **INFORMATION TO BE PROVIDED BY APPLICANT TO ASSESS AN APPLICATION TO CONSTRUCT A RESIDENTIAL DWELLING OR ADDITION/ALTERATION**

Contact person responsible for issuing these approvals:

Russell Fogarty:	0411 532 733
Stuart Collinson	0431 461 998
Brendan O'Connor	0425 879 199

1. Completed Building Application form
2. Copy of Certificate of Title and Plan of Subdivision (can be obtained from [www.landata.vic.gov.au](http://www.landata.vic.gov.au))
3. If the building work is over \$16,000 a Certificate of Insurance is required to be submitted. If your insurance is with Home Owners Warranty (HOW), Collinson Fogarty & Laws can lodge your application with HOW as we are an agent.
4. If undertaking the works as an owner/builder, the insurance is not required; however, consent from the Victorian Building Authority must be obtained.
5. Working/architectural drawings as follows (minimum scale 1:100) that include the following:
  - SITE PLAN - Showing building work in relation to all boundaries and any existing buildings on the allotment. The distance from boundaries must be clearly shown and any easements must be indicated. The method of drainage must also be nominated.
  - FLOOR PLAN - Detailing the proposed building works at each level and fully dimensioned.
  - ELEVATIONS & SECTIONS - Showing full construction details, structural members, wall heights and footings system, etc.
6. Building specifications showing size of timber, etc.
7. If an engineer has designed part of the building a set of structural drawings, Regulation 126 Certificate of Compliance – Design and associated computations are to be submitted.
8. If building has a truss roof, a set of truss specifications and layout are required. The permit can be issued with this item as a condition.
9. Consents are required to be obtained from relevant authorities if building works are proposed over easements or there are departures from Part 5 of the Building Regulations 2018.
10. A soil investigation report.
11. A "First Rate" energy efficiency report maybe required depending on the scope of work and must comply with current BCA requirements. For a new home, either a solar hot water service OR a minimum 2000lt rainwater tank connected to toilets via pumps is to be installed.
12. Town Planning Approval may be required in certain situations. It is strongly advised that Council confirmation on this matter is sought prior to making application for a building permit.