

Application Checklist: New Dwelling



Name:

Job Address:

Contact Ph:

Contact email:

Documents are required in PDF format to admin@widdison.com.au

	Application Form - Signed and completed to the best of your knowledge, Indicate the intended use and class of building.
	Recent - Certificate of Title & Plan of Subdivision & Covenants , - Refer to www.landata.vic.gov.au for further information
	Current Planning permit & stamped plans - Issued by the local council, or written documentation indicating that town planning is not required
	Copies of Site plan including - Location of proposed works Measurements of proposed works, width & height Setbacks for side and rear boundaries, distance to existing buildings Location of existing stormwater and proposed stormwater Location of NORTH Location and dimensions of car parking spaces for the purpose of Reg 78 Location and dimensions & area of private open spaces for the purpose of Reg 86 Levels of the allotment, floor levels of the building, street drainage channel and stormwater drain
	Elevation/Floor Plans/Sections , sizes & location of structural members, to a scale of no less than 1:100
	Water board stamp - Site plan stamped & approved by the local water authority (Central Highlands Water, 7 Learmonth Rd Wendouree)
	Permit to Install/alter Septic Tank - If required, by health surveyor.
	Specifications - Describing materials and methods to be used in the construction
	Engineers computations - (slab design, lintel designs, steel columns & beams) if required
	Certificate of compliance - Reg 126, (Engineering Certificate)
	Builders insurance - For work over \$16,000 and if the work is being undertaken by a registered builder
	Owner builders certificate of consent - If the work is over \$16,000 and the work is being carried out by an owner builder. Refer to www.vba.vic.gov.au
	BAL Report - Refer to www.land.vic.gov.au for property report & BAL information. Bushfire attack level to comply with part 3.10.5 of the NCC & AS 3959-2018
	Property information - Regarding flooding, termites area, bushfire area, subject to snowfalls, & designated land of works
	Soil Report - Undertaken by a qualified engineer, or a geotechnical engineer
	Council Property information - Regarding flooding, termites area, bushfire area, subject to snowfalls, & designated land of works
	Protection works notice Form 7 & 8 - If building close to a boundary
	Letter of appointment : In accordance with section 78 of the Building Act

*Please note further information or documents may be requested further to this list