

# Application Checklist: New Dwelling



Name:

Job Address:

Contact Ph:

Contact email:

**Documents are required in PDF format to [admin@widdison.com.au](mailto:admin@widdison.com.au)**

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

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