

## CHECKLIST FOR BUILDING PERMIT APPLICATIONS – Sheds

	<b>Please provide 3 copies of all documents larger than A3. Provide 1 copy of documents A3 or smaller</b>
1.	If there is no house on the land where the shed will be built, a consent is required from the Council. The application form can be downloaded from the Council's website. You need the Report and Consent application form. Tick the box for Regulation 422(2).
2.	Completed Building Permit Application form
3.	Title search including search statement and title plan, with copy of any covenants and agreements registered on title.
4.	If you are an owner builder and the estimated value of works is \$16,000 or more, Owner Builder Consent from the VBA is required. Download kit from <a href="http://VBA.vic.gov.au">VBA.vic.gov.au</a> (not required for farm sheds)
5.	If a builder has been engaged and the cost of works is \$16,000 or more, provide a copy of the builder's warranty insurance certificate. (not required for farm sheds)
6.	Engineering drawings and computations together with Certificate of Compliance from the engineer. If you are purchasing a kit from a supplier, the supplier usually provides these to you after you have paid a deposit on the shed.
7.	Site plan of the property must be approximately to scale and show the proposed building and distances to property boundaries, with layout of roof drainage pipes to legal point of discharge. Also show the location of any existing buildings on the allotment and distance of the new building to the nearest part of any house.
8.	If the shed will be within 6m of a house, provide a Bush Fire Attack Level assessment report complying with AS 3959-2009 for the site.
9.	Dispensation from Council / relevant authority is required if proposed building is to be constructed over an easement or varies from siting requirements outlined in the Building Regulations 2018.
10.	Copy of Planning Permit (if required) and Endorsed Plans