

Pre-Application Checklist – New Dwelling / Extensions

This checklist outlines the typical documentation required to support a Building Permit application. Additional information may be requested depending on project specifics and regulatory requirements.

Required Documentation

<input type="checkbox"/> Appointment of Relevant Building Surveyor (completed and signed)
<input type="checkbox"/> Building Permit Application Form (completed and signed)
<input type="checkbox"/> Applicable application fees
<input type="checkbox"/> Current Certificate of Title including Plan of Subdivision, Covenants, or Section 173 Agreements
<input type="checkbox"/> Owner Builder Certificate of Consent (if applicable for works > \$16,000)
<input type="checkbox"/> Builder registration and domestic building insurance (if applicable)
<input type="checkbox"/> Property information from local council
<input type="checkbox"/> Planning permit or written planning confirmation
<input type="checkbox"/> Endorsed planning drawings (if required)
<input type="checkbox"/> Feature and/or re-establishment survey
<input type="checkbox"/> Protection works documentation (where required)
<input type="checkbox"/> Public protection measures (where required)
<input type="checkbox"/> Legal point of discharge approval
<input type="checkbox"/> Developer approval and endorsed plans (if applicable)
<input type="checkbox"/> Easement details including pipe depth and offsets (if building near easement)
<input type="checkbox"/> Architectural drawings (clearly showing proposed and existing works)
<input type="checkbox"/> Structural engineering computations and compliance certificates
<input type="checkbox"/> Structural drawings
<input type="checkbox"/> Soil report and site classification
<input type="checkbox"/> Energy report and stamped plans
<input type="checkbox"/> Lighting and electrical layout
<input type="checkbox"/> Part 5 Siting assessment (including overlooking and overshadowing where applicable)
<input type="checkbox"/> Specifications
<input type="checkbox"/> Site levels and finished floor levels

Notes

- Additional documentation may be requested depending on site conditions and project complexity.
- Fees may include statutory levies applicable under current regulations.
- All documentation should be submitted electronically for efficient processing.
- Early coordination with consultants (architect, engineer, energy rater) is recommended to avoid delays.