

TO AVOID DELAYS: PLEASE SUBMIT **ALL** RELEVANT DOCUMENTS LISTED BELOW
NOTE: a building application is NOT deemed to be submitted without the prescribed fee.

RETAINING WALLS 1000MM AND GREATER

	DOCUMENT	No. OF COPIES
1.	Completed Building Permit Application form including estimated cost of works and details of any building practitioner you intend to engage (if applicable) or signed Owner Builder acknowledgement form.	1
2.	Copy of property title (title search must be completed within the last 90 days) including a plan of Subdivision and, if applicable, any covenants and/or Section 173 agreement.	1
3.	If Owner Builder and estimated cost of works is \$16,000 or more, submit Owner Builder Certificate of Consent from the Victorian Building Authority. For more information, or to obtain an application kit, please call 1300 360 320.	1
4.	If a builder has been engaged and the estimated cost of works is \$16,000 or more, submit a copy of the builder's warranty insurance certificate. The insurance must be site specific and include the registration details of the engaged registered builder.	1
5.	Site plan of the property must be to scale and must clearly indicating contours of the allotment, proposed building and distances to property boundaries. Show the location of any existing buildings on the allotment and adjoining allotments.	3
6.	Retaining wall working drawings and specifications must be to scale and must include levels of the allotment, elevations, sections, dimensions, the sizes and locations and spacing of all structural timber or steel members, together with any details that are necessary to show compliance with the relevant regulations.	3
7.	Engineer's design/structural drawings, computations together with a Certificate of Compliance 'design' from the engineer is required for retaining wall greater than 1.0m in height.	3
8.	Report and Consent from Council is required if proposed building is to be constructed over an easement or varies from the requirements outlined in the Building Regulations 2006.	1
9.	Stormwater drainage design including details and location of agricultural pipes behind the retaining wall connected to the existing downpipes, stormwater system and discharging into the existing legal point of discharge. This can be shown on the site plans and elevation or section plans.	3

Contact us:

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