

CHECKLIST / MATRIX

Building Permit Applications

Provided / Completed	Item / Document	Class 10a - New Build (Shed, Verandah, Carport, other non-habitable)	Class 1a - New Build (Houses, other habitable)	Class 10b - New Build (Pool/Spa & Barrier, Fence, Deck, retaining wall etc)	Demolition (Class 1 or 10)	Restumping / Underpinning (Class 1 or 10)
	Quote - Request submitted online https://www.nextproject.au/apply-now	✓	✓	✓	✓	✓
	Terms and Conditions - Reviewed and signed https://www.nextproject.au/forms	✓	✓	✓	✓	✓
	Letter of Appointment - Reviewed and signed https://www.nextproject.au/forms	✓	✓	✓	✓	✓
	Additional Fee Schedule - Reviewed and signed (provided with Quotation)	✓	✓	✓	✓	✓
	Invoice - Payment made	✓	✓	✓	✓	✓
	Application Form (Form 1) Fully Completed https://www.nextproject.au/forms	✓	✓	✓	✓	✓
	Planning Permit - Full copy provided, including endorsed plans, or, Written confirmation from local Council that Planning is NOT required	o	o	o	o	o
	Property Information (Regulation 51) - Obtained from local Council, or, Fee for service instruction provided	✓	✓	✓	o	o
	Legal Point of Discharge (Regulation 133) - Obtained from local Council, or, Fee for service instruction provided	o	✓	o	X	X

✓ --- Required
o --- May be requested
X --- Not required

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	Previous Version Regulations/NCC to apply (Section 10(2)) (If applicable) (Written request required, with justification) (fee for service applies)	o	o	o	X	X
	Report and Consent (Siting) (Part 5) (If applicable) Provide any consent/s obtained from Council	o	o	o	X	o
	Build-over easement (Regulation 130) (If applicable) Provide any consent/s obtained.	o	o	o	X	o
	Permit to Install/Alter Septic System (Regulation 132) (If applicable) Provide any consent/s obtained from Council	o	o	o	o	X
	Copy of Title - Current title & plan of subdivision, & restrictive instruments, or, Fee for service instruction provided.	✓	✓	✓	✓	✓
	Site Plan 'Properly Prepared' to scale not less than 1:500 (1:200 preferred) clearly showing: <ul style="list-style-type: none"> • North point, • Dimensions of allotment boundaries, • Site coverage, • Location and relative position from boundaries of buildings on adjoining lots, • Position of habitable room windows, • Location and dimensions of any easements, • Distance to nearest intersecting street, • Dimensions of the proposed building and position (setback distances) from, <ul style="list-style-type: none"> o Allotment boundaries 	✓	✓	✓	✓	✓

✓ --- Required
o --- May be requested
X --- Not required

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Cont.	<ul style="list-style-type: none"> Existing buildings Easements Levels of the allotment and floors of buildings, Layout of drains to legal point of discharge, Areas of impermeable surfaces covering the allotment, Location and dimensions of car parking spaces (new homes only) Dimensions and area of private open space provided. Shadow diagrams (if within close proximity to boundaries) 					
	Architectural Plans <i>Properly prepared 'working drawings'</i> <ul style="list-style-type: none"> Elevations Floor/ceiling heights Floor plan Roofing plan Internal and external finishes Window schedule Electrical plan Drainage plan 	✓	✓	✓	o	o
	Structural/Construction/Section Plans Full construction drawings and computations accompanied by 'Certificate of Compliance' from a registered engineer. <ul style="list-style-type: none"> Member schedule 	✓	✓	✓	o	✓

Cont.

Document Checklist – New Applications

✓ --- Required
o --- May be requested
X --- Not required

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Cont.	<ul style="list-style-type: none"> • Connection detail • Footing/slab design • Excavation/retaining detail • Bracing detail • Roof drainage design • Fire rated wall/floor design 					
	Truss Plans / Truss Certification	○	○	X	X	X
	Soil Report	○	✓	○	X	✓
	Energy Efficiency Rating Certificate With stamped/endorsed plans	○	✓	○	X	X
	Owner-builder - Certificate of Consent (VBA) (Works exceeding \$16,000) For projects with a cost of works exceeding \$16,000 (Note: Demolition or restumping/underpinning cannot be completed as an owner-builder) https://www.vba.vic.gov.au/owner-builders	✓	✓	✓	N/A	N/A
	Domestic Building Insurance Policy (DBI) (Works exceeding \$16,000) To be provided by the builder for domestic building works exceeding \$16,000	✓	✓	✓	X	✓
	Building Contract (Works exceeding \$10,000) Major Domestic Building Contract to be entered into for domestic building works exceeding \$10,000 https://www.consumer.vic.gov.au/housing/building-and-renovating/plan-and-manage-your-building-project/contracts	✓	✓	✓	✓	✓

✓ --- Required

○ --- May be requested

X --- Not required

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	Building Specification Outlines the specific fit-out and inclusions expected.	o	✓	o	X	X
	Proprietary Product Specification / Certification If specific products/systems/materials are proposed, previously tested/certified.	o	o	o	X	o
	Land Survey Plan (Re-establishment) If proposing to build in close proximity to a boundary, to ensure no encroachment	o	o	o	X	X
	Bushfire Attack Level (BAL) Rating Report If located in a Bushfire Prone Area	o	✓	o	X	o
	Community Infrastructure Levy / Development Contributions Plan / GAIC Receipt If applicable, or submit written confirmation from Council that additional levies do not apply	o	o	o	X	X
	Acoustic Report / Design If relevant – Typically if building within proximity to air traffic paths (ANEF Contours)	X	o	X	X	o
	Traffic Management Plan If project will require work in a public area	o	o	o	o	o
	Demolition Method and Experience Statement Required for all proposed demolition works	X	X	X	✓	X
	Section 29A Demolition Consent Required to be obtained from Council if 50% volume or façade threshold met	X	X	X	✓	X
	Protective measures/fencing detail Proposed fencing/security measures for demolition, excavation, pool exclusion	o	o	✓	✓	o
	Public Liability Insurance Policy Minimum \$5M Demolisher (low rise, medium rise), Minimum \$10M Demolisher (unlimited)	o	o	o	✓	o

✓ --- Required

o --- May be requested

X --- Not required

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	Neighbour Consent / Agreement (Eg; May be required by Fences Act 1968, Protection Works processes or as part of ‘Report and Consent’ process handled by Council)	o	o	o	o	o

Note: The items listed above are not intended to be an exhaustive list. Additional information/evidence/calculations/testing may be required to be submitted to demonstrate compliance with the requirements of the Building Act 1993, Building Regulations 2018 or National Construction Code (NCC).