



# Application Checklist Dependent Persons Unit (Granny Flat)

**Note:** The information below is a guide only. Depending on the nature, size and /or complexity of the work additional information may be requested in order for a complete assessment to be undertaken.

**\*\*Denotes mandatory items**

**Completed Application Form** - Form 1 (attached). Include all registered building practitioners).

- \*\*Application Fee** - This will be determined by the type of work, time to assess, number of inspections & quality of plans & documents provided.

The following fees may also apply:

- A Building Commission Levy (applies to works over \$10,000.00)
- A lodgment fee is payable

- \*\*Current Copy of Title** - Must include the Front Title Page, a Plan of Sub-division and any covenants and Section 173 Agreements registered to the land.

Note: Title Restrictions may override below items.

- \*\* Suitably Scaled Architectural/Draftspersons Drawings** – The following items must be included:
- **Site Plan** including siting provisions such as boundary fence heights/type (overlooking), adjoining neighbour existing building & window (nominate habitable or non-habitable room) locations, adjoining neighbour front building street setbacks
  - **Floor Plans**
  - **Elevation Plans** including contour of land and overlooking provision if applicable etc.
  - **Sectional Plans** including any easement and deepened footings and asset locations, balcony waterproofing and enlarged connection details etc.
  - **Timber Framing** schedule/specifications
  - **General Specifications** to correspond with Engineering, Soil Report, Energy Report etc.

**Important:** Please ensure all Architectural/Draftspersons Drawings correspond with any Structural details (including sections, footings, timber schedules, general notes etc.), Planning endorsed plans, Energy Rating requirements (including window, door schedules, insulation notation on sections, specifications etc.)



**\*\*Declaration Letter** from the owner confirming that they understand, and will take full responsibility and bear all costs for the following:

- I will only use the proposed structure as a **Dependant Persons Unit** (“Unit”) as defined in the Planning Scheme as “a movable building on the same lot as an existing dwelling and used to provide accommodation for a person dependent on a resident of the existing dwelling”. This includes the following:
  - The Unit will only be occupied by a person dependent on a resident the dwelling
  - The Unit must only be used for the purposes ancillary to the main dwelling and must not be occupied as a separate dwelling
  - I will ensure that the land must only be used for the purpose of one dwelling at any time
  - Upon the dependant person no longer residing in the unit, I will remove the structure from the site within 3 months of the date of which it is no longer used by a dependent person
  - The Unit is a structure that must be designed to be moved from place to place on more than one occasion
- In the design of the Unit to be moved, I will ensure that the following is to be considered by my builder, Draftsperson/Architect & Engineer:
  - That the Unit be able to be easily lifted, generally constructed on oversize steel or timber beams, extra fastenings to hold it down in transit, conform to transportable dimensions required by VicRoads, being able to be placed on a new site within a short period of time generally 2 days

If this is not considered, I will pay all costs to satisfactorily modify and re-design the structure onsite as mentioned above prior to transit to ensure compliance by all relevant Authorities.

**Energy Report & Endorsed Plans** – Prepared by an Architect/Draftsperson or accredited Energy Rater

**Manufacturer Specifications & Test Reports for Foam External Cladding, Waterproofing etc.**

**Structural Drawings, Computations & Compliance Certificate from a registered Design Engineer** (if applicable). Only required if structural elements are designed outside the scope of the Australian Standards. Compliance Certificate is to be addressed to Municipal Building Surveyor, Frankston City Council. PO Box 490, Frankston 3199

**Soil Report** from a Geotechnical Engineer or **Bore Log Profile Test** as determined by the Building Surveyor

**For domestic Works exceeding \$16,000 (Commercial Rate of Labour & Materials to be included into Calculation) one of the following is required:**

- **Domestic Building Warranty Insurance** from a registered Builder if works exceed \$16,000 **OR**
- **Owner-Builder Consent** from the Building Commission **and** an **Owner-Builder Acknowledgement Form** (form attached)

Owner-Builder Application Kits can be obtained from the Victorian Building Authority (VBA)

- Land Survey Plan** – Must be prepared by a registered Land Surveyor and may be required if proposing to construct on the boundary line or in a flood prone area (Finished Floor Levels etc.)
- Precaution Work Form** – Required for all proposed works near boundary lines that may impact adjoining property such as footings, walls, fences etc.
- Protection Works** - Required by Building Surveyor if proposing to excavate, build or carry out any works determined to impact the adjoining property or buildings. **Protection Work Notice & Protection Response Notice** from adjoining owner).
- Build Over Easement Approval** – May be required from service authorities (e.g. South East Water - Sewerage, Council's Infrastructure Department – Drainage, Melbourne Water - Drainage) and as listed on the Plan of Subdivision if proposing to construct on or within close proximity of an Easement or Service Assets (e.g. sewer branch, pit etc.).
  - **Council Infrastructure Department** – Download application form and information from [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au)
  - **South East Water (SEWL)** – Download application form & information from [www.sewl.com.au](http://www.sewl.com.au)
  - **Melbourne Water** – Download application form and information from [www.melbournewater.com.au](http://www.melbournewater.com.au) & click on top icon – “Planning and Building”
- \*\*Asset Protection Permit** - Required for all work required by the Infrastructure Department. for more information and Asset Protection Application Form (as applicable).
- Report & Consent** – Required for any variation to a standard Building Regulation. This is a separate application and is required for any of the following if applicable to the site. You will require a Draftsperson/Architect or Builder to advise if the following are applicable:
  - **Siting Part 5** – Draftsperson/Architect to advise. This is a Building Department application
  - **Non Siting - Public Protection** – Required where works may impact on street or public land. This is a Building Department application. Please note a Hoarding Permit may also be required if proposing work that will occupy a road, public land or installing hoarding
  - **Consent to Build on Flood Prone Land** – This is an Infrastructure Department application
  - **Hoarding Permits** – This is a Local Laws Department application. Note that the Non Siting – Public Protection application is also required at same time
- Bushfire BAL assessment** - Required if in a Bushfire Prone Area or Bushfire/Wildfire Management Overlay - Draftsperson/Architect to advise if applicable
- Planning Permit & Endorsed Plans** - If applicable. Please obtain advice from the Planning Department