



# Application Checklist Garage/Shed/Carport/Verandah

**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)
- A lodgment fee is payable

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

Note: Title Restrictions may override below items.

- \*\*Suitably Scaled Architectural/Draftspersons Drawings** (example attached) - The following items must be included:

- **Site Plan** including the following:

- Entire property as illustrated on the plan of Subdivision including boundary lengths and easements if any
- All existing buildings, decks, retaining walls etc.
- Boundary fence heights/type (particularly if overlooking is a concern)
- Location of any existing buildings & habitable windows (i.e. all rooms except WC & laundry) on adjoining property
- Street setbacks of buildings on adjoining properties if proposing to construct to the front of property
- All proposed structures, including decks, steps etc., drawn to scale and dimensioned. Structures are to be clear of easements & setback from title boundaries. Proposed front setback generally to be the average of both adjoining properties if facing same street
- Site Coverage (i.e. All proposed & existing roofed areas) measured in square metres (m<sup>2</sup>).
- Constructing on boundary line may be possible for garages & carports dependant on the following:
  - 3.2m maximum average wall height



- 200mm maximum setback for garages to accommodate gutters
- Maximum existing & proposed total length not exceeding 10m + (boundary length – 10m) divide by 4
- Adjoining property habitable room windows including north facing & overshadowing.
- Daylight to subject property existing habitable room windows.
- Garage boundary wall with 1 hour fire rating requirements if attached to & between dwelling
- Carport being open (i.e. at least 500mm clear width to sky from boundary line. Roller doors etc. not counted) for at least 2 sides & one-third of total perimeter. See Figure 3.7.1.7 of Building Code
- Not undermining or impacting on adjoining building or property as determined by Building Surveyor

- **Floor Plans**

- **Elevation Plans** including maximum wall & building heights, contour of land, deck & floor heights & overlooking provision if applicable etc.

- **Sectional Plans** including any easement & deepened footings & asset locations, member sizes, spacings, timber stress grades (e.g. F5 – Pine etc.), all connection details of members etc.

- **Timber Framing schedule/specifications**

**Important:** Ensure all Architectural/Draftspersons Drawings correspond with any Soil Report, Planning endorsed plans, Build Over Easement endorsed plans etc. if applicable

- \*\*Soil Report** from a Geotechnical Engineer or **Bore Log Profile Test** as determined by the Building Surveyor
- For pre-fabricated structures** (eg: Steel or other material) 3 copies of Structural Drawings, Computations and Compliance Certificate from a registered Design Engineer (if applicable)
  - Only required if structural elements are designed outside the scope of the Australian Standards
- For domestic Works exceeding \$16,000 (Commercial Rate of Labour & Materials to be Included nto 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 Victorian Building Authority (VBA) **and** an **Owner-Builder Acknowledgement Form** (attached)
    - Owner-Builder Application Kits can be obtained from the Victorian Building Authority
- 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** (Form 7) & **Protection Response Notice** (Form 8 – 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
  - **South East Water (SEWL) – Download application form**
  - **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 Frankston City Council Infrastructure Department.
  
- 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** – Required if fence height exceeds 1.5m (on a minor street) & 2.0m (on a major road). Draftsperson/Architect to advise. This is a Building Department application.
  - **Consent to Build on Flood Prone Land** – This is an Infrastructure Department application.
  
- Planning Permit & Endorsed Plans** - If applicable. Please obtain advice from the Frankston City Council Town Planning Department