



Application Checklist

New Dwellings and Dwelling additions

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 - 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 (applies to works of \$5000 or greater)

- **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** - 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 & overlooking provision if applicable etc.
- **Sectional Plans** including any easement & deepened footings & asset locations, balcony waterproofing & 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.)

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



- **3 Copies of Soil Report from a Geotechnical Engineer.**
- 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 Victorian Building Authority **and** an **Owner-Builder Acknowledgement Form** (form attached).

Owner-Builder Application Kits can be obtained from the Victorian Building Authority (VBA).
- 3 copies of Specifications** (if applicable)
- 3 Sets of Manufacturer Specifications & Test Reports for Foam External Cladding, Waterproofing etc**
- 3 copies of 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.
- 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** (Form 3) & **Protection Response Notice** (Form 4 – 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
 - South East Water (SEWL) – Download application form & information from www.sewl.com.au
 - Melbourne Water – Download application form and information from 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** – 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 the 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** - May be applicable. Please obtain advice from the Frankston City Council Planning Department