



Application Checklist

Retaining Wall

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 is payable

- **Current Copy of Title** - Must include 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**
 - Showing entire property as illustrated on plan of Subdivision with boundary lengths and any easements etc.
 - Existing buildings & structure locations and setbacks on subject property.
 - Adjoining property existing building/structure locations & setbacks from boundary that may be impacted
 - Proposed Retaining Wall details including, type (e.g. proposed 1.8m high timber retaining wall), location, length, upright spacings, dimensions & material details & setback from title boundaries
 - Proposed retaining wall clear of easements, underground services, pipes, pits etc.
 - Notation that no part of retaining wall including drainage systems & footings to project over boundary lines
 - Retaining wall excavations not to be undermine buildings, underground services/assets etc.
 - Contour of land, existing adjoining building/structure locations (to determine if any excavating will undermine/impact) etc.



- **Elevation Plans** including contour of land, maximum retaining wall height & type, and overlooking provision if applicable etc.
- **Sectional Plans** (example sections may be requested upon receipt of application) illustrating preferred construction details including:
 - Footing dimensions, top & bottom reinforcement size for strip footings, minimum 25 Mpa concrete strength
 - Founding depth of footings into natural material of at least 100 kPa clay or other suitable material (i.e. not fill)
 - Retaining wall upright, sleeper sizes, spacings, spans, timber stress grades, durability class 1 material details
 - Any easement & deepened footing depths & pipe/asset offsets/depth locations (if applicable)
 - Agricultural drainage, slotted sock pipe, backfill material type & extent, any drainage slots etc.

Important: Please ensure all Architectural/Draftspersons Drawings correspond with any Structural details (including sections, footings, timber schedules, general notes etc.) and Planning endorsed plans.

- Soil Report** from a Geotechnical Engineer or **Bore Log Profile Test** as determined by the Building Surveyor.
- 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.
- Manufacturer Construction Specifications** (if applicable) for retaining wall (e.g. boral/besser etc)
- 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 (VBA) **and** an **Owner-Builder Acknowledgement Form**
- 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.)
- If the Retaining Wall is in close proximity to a footpath, adjoining property or public land the following may also be required:
 - **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)

- **Non Siting - Public Protection** – This is a separate Building Department application. This is required where works may impact on a street footpath or public land
- **Hoarding Permit** – This application may also be required if proposing work that occupies a road, public land or installing hoarding. Council’s Local Laws Department process this application
- **Consent to Build on Flood Prone Land** – This is an Infrastructure Department application
- **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
 - **South East Water (SEWL)** – Download application form & information
 - **Melbourne Water** – Download application form and information from www.melbournewater.com.au
- **Asset Protection Permit** - Required for all work required by the Frankston City Council Infrastructure Department.
- **Planning Permit & Endorsed Plans** - May be applicable. Please obtain advice from the Town Planning Department