



Application Checklist

Small Prefabricated Garden Shed

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**

- **Building Permit Application Form - Form 1**
- **Owner-Builder Acknowledgement Form**
- **Soil Foundation Type Declaration Form** confirming existing soil type to determine suitability of footings/slab.
- **Application Fee** - Refer to fee schedule
- **Current registered copy of Title** – including Front Title Page, Plan of Sub-Division, any Covenants & Section 173 Agreements registered to the land.
Note: Title Restrictions may require additional information.
- **Pre-Fabricated Structural Drawings, Specifications & Engineer's Compliance Certificate.**
Obtain this documentation from the Shed Supplier/Manufacturer.

Elevations Plans to show maximum & minimum building wall heights above natural ground level – (“NGL”), NGL lines, any cut and fill heights. Also include retaining wall section & structural details if applicable.

- **Site Plan** suitably scaled & to Architectural/Draftsperson's standard (see attached example) - The following is to be shown on the site plan:
 - Entire property same as illustrated on the Plan of Subdivision including boundary lengths and any easements
 - All existing buildings, roofed structures, pools, spas, decks, retaining walls etc.
 - Location of any adjoining property existing buildings & habitable windows (i.e. all rooms except WC & laundry) in close proximity to shed
 - Location of proposed shed with setback distance from boundary line



- Shed to be clear of any easements. Otherwise obtain the responsible authority written Build Over Consent. See Plan of Subdivision for further information
- If locating shed in front of existing dwelling or other existing building facing a street comply with the following setbacks:
 - Corner block - Side Street setback of 2.0m or same distance and adjoining property existing building
 - Front street setback to be the average setback distance of each adjoining properties existing buildings

Show the Street setbacks of buildings on adjoining properties if proposing to construct to the front of property.

- Site Coverage (i.e. All proposed & existing roofed areas) measured in square metres (m²). Generally, the maximum site coverage permitted is 60% of the total property area.
- Constructing on rear or side boundary line (i.e. not facing a street) may be possible dependent on the following:
 - 3.2m maximum average wall height
 - 200mm maximum boundary setback to accommodate gutters
 - Maximum boundary length of all existing & proposed structures is 10m + (boundary length – 10m divide by 4)
 - Location of adjoining property habitable room windows & overshadowing.
 - Shed located at least 1.0m clear of your existing habitable room windows for natural daylight.
 - Shed to be located at least 900mm from existing habitable buildings to exempt fire rating requirements

- **A Planning Permit & Endorsed Plans** may be required only in exceptional circumstances if the property is in a special area with an overlay or other restriction. Please check with Frankston City Council Planning Department .