

The following documentation is required to be submitted with your building permit application to Watershed. Once these documents are received your Building Surveyor may commence assessment.

DOCUMENTS REQUIRED		SOURCE
1	Planning Permit (if applicable)	Planning Department of the relevant Council
2	Application Form & Appointment Form	Watershed
3	Title & Plan of Subdivision	landata.vic.gov.au
4a	Building Contract (please provide when builder is appointed) Including the Builders Warranty Insurance certificate(s) and the builder's registration information	Your builder
4b	Owner Builder Certificate of Consent (if you are an Owner Builder) Obtain this for works over \$16,000	Victorian Building Authority vba.vic.gov.au/owner-builders
5	Council Property Information (Regulation 51(2))	Relevant Council website
6	Council Documents (only if applicable) · Build Over Easement Consent · Section 29a Consent (for demolition work)	
7	Working Drawings / Architectural Drawings Including – Ground levels, floor levels, siting profiles and envelopes, all dimensions and setbacks, site analysis and overshadowing diagrams	Your Draftsperson, Builder or Architect
8	Structural Design · Footing / slab design, bracing design and framing design · Computations · Certificate of Compliance (Regulation 126 certificate)	Structural Engineer

If required, the Building Surveyor may request further information to the documents above

The turn-around-time on a building permit is dependent on the required documentation being provided by the applicant. Once a sufficient application has been received by Watershed, Council is notified of the appointment and your application will be acknowledged via email.

Site work must not commence on the project until the Building Permit has been issued.