

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	<b>Planning Permit</b> (if applicable)	Planning Department of the relevant Council
2	<b>Application Form &amp; Appointment Form</b>	Watershed
3	<b>Title &amp; Plan of Subdivision</b>	<a href="http://landata.vic.gov.au">landata.vic.gov.au</a>
4a	<b>Building Contract</b> (please once a builder is appointed) Including the Builders Warranty Insurance certificate(s) and the builder's registration information.	Your builder
4b	<b>Owner Builder Certificate of Consent</b> (if you are an Owner Builder) Obtain this for works over \$16,000	Victorian Building Authority <a href="http://vba.vic.gov.au/owner-builders">vba.vic.gov.au/owner-builders</a>
5	<b>Council Property Information (Regulation 51(2))</b>	Relevant Council website
6	<b>Council Legal Point of Discharge Information</b>	
7	<b>Council Documents</b> (only if applicable) · Build Over Easement Consent · Section 29a Consent (for demolition work) · Payment of infrastructure or Contributions Levy	
8	<b>Sewer Mains Information</b> · Sewer Depth and Offset information (SDO) · PIC Number (if applicable) · Consent to build over an easement or within 1m of a water authority asset (if applicable)	Relevant Water Authority
9	<b>Working Drawings / Architectural Drawings</b> Including – Ground levels, floor levels, siting profiles and envelopes, all dimensions and setbacks, site analysis and overshadowing diagrams	Your Draftsperson, Builder or Architect
10	<b>Soil Report</b>	Geotechnical Engineer (soil tester)
11	<b>Structural Design</b> · Footing / slab design, bracing design and framing design · Computations · Certificate of Compliance (Regulation 126 certificate)	Structural Engineer
12	<b>Energy Report &amp; endorsed plans</b>	Energy Rater
13	<b>Bushfire Attack Level Assessment</b> (if applicable)	BAL Practitioner

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.**