



## Client Document Checklist

*This checklist applies to a Class 10a building (Shed, Verandah, Carport or similar) under the Building Code of Australia.*

Please provide the following documents to allow your building permit application to be assessed.

### **Building Surveyor engagement form**

- Fully signed copy of the Building Surveyor engagement form (see forms on website)

### **Property Ownership & Title**

- Full Copy of Title (issued within the last 3 months), including Plan of Subdivision, Covenants and any Section 173 Agreements

### **Planning & Permits**

- Copy of Planning Permit and endorsed plans (if applicable)

### **Builder & Insurance**

- Copy of Domestic Builder's Warranty Insurance (if using a registered Building Practitioner)
- Extract of the Major Domestic Building Contract (if applicable), showing the names of the parties to the contract for the proposed building work

OR

- Copy of a Certificate of Consent (owner builders) from the Building Plumbing Commission. [Being an owner-builder | Victorian Building Authority](#)

### **Site & Siting Information**

- Allotment Site Plan (minimum scale 1:500) showing boundaries and dimensions, any relevant easements
- Position and dimensions of the proposed Class 10a building and its relationship to site boundaries and other buildings
- Location of stormwater drainage on site
- Plans demonstrating compliance with Part 5 – Siting Requirements of the Building Regulations 2018

### **Bushfire**

- Bushfire Attack Level (BAL) Assessment in accordance with AS3959-2018 (if applicable)

### **Structural & Engineering**

- Structural plans to scale (1:100), including engineer's computations and Certificate of Compliance (site specific)