**Minimum Documents:**

[ ]  Building Permit Application Form

[ ]  Full Copy of Title (no older than 3 months)

[ ]  Plan of Subdivision and all associated MCP, Covenants, and 173 Agreements (no older than 3 months)

[ ]  Architectural Plans to include:

1. Site plan (*Complete Allotment & Existing and proposed locations of all buildings within the allotmen*t - showing which structures are to be demolished)

[ ]  Method of Demolition

[ ]  Public Liability Insurance (from demolisher)

[ ]  Section 29A Response (Form B)

[ ]  Demolisher Registration details

[ ]  Building Permit Fees

**Additional Information that may be requested:**

[ ]  Engineering (civil/structural)

1. Structural plans (skeleton of the structure eg. Sizes of timbers, steel lintels, etc)
2. Computations (engineers mathematics to prove that the structure will work)
3. Certificate of Compliance
4. If only a part of the building is to be demolished or removed, computations or other information to show that the remainder of the building will comply with the Act and these Regulations either as it remains after the proposed demolition or removal takes place or after other works are undertaken

*\*must be prepared by registered Engineer*

[ ]  Planning Permit and endorsed documents

[ ]  Protection Works Notices

[ ]  Details of public protection

[ ]  Re-Establishment & Feature Survey Plan (of the site)

 **This is not an exhaustive list – upon assessment, additional information may be required**

Each complete set of drawings is to include:

1. A copy of drawings showing the plan at each floor level, elevations, sections, dimensions, the sizes and locations of structural members to a scale of not less than 1:100, together with any details that are necessary to show compliance to a scale of not less than 1:20, or other approved scales:
2. ii. A copy of allotment plan to a scale of not less than 1:500 or other approved scale, showing the matters set out below: (a to h).
	1. The boundaries and dimensions of the allotment and any relevant easements; and
	2. The distance to the nearest intersecting street; and
	3. The position and dimensions of the proposed building and its relationship to –
		1. the boundaries of the allotment; and
		2. any existing building on the allotment; and
		3. any part of a building or land on an adjoining allotment where necessary to show compliance with the Act and these Regulations; and
	4. The levels of the allotment, the floors of the building, street drainage channel and stormwater drain; and
	5. The layout of drains to the point of discharge on the allotment together with details necessary to show compliance with the Act and these Regulations; and
	6. The location, dimensions and area of impermeable surfaces covering the allotment; and
	7. The location and dimensions of car parking spaces; and
	8. The location, dimensions and area of private open space.
3. A copy of specifications describing materials and methods to be used in the construction: and
4. A copy of any computations or reports necessary to demonstrate that the building would, if constructed in accordance with the computations and reports, comply with the Building Regulations together with a Certificate of Compliance-Design.

If you have any queries contact the Building Services Department on 9217-2170