



# CITY OF WHITEHORSE

## BUILDING SERVICES DEPARTMENT

Located at: Civic Centre, 379-397 Whitehorse Road, Nunawading  
Postal Address: Locked Bag 2, Nunawading Delivery Centre, Nunawading VIC 3110  
Phone: 9262 6421 Fax: 9262 6542 Website: [www.whitehorse.vic.gov.au](http://www.whitehorse.vic.gov.au)

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**THE ITEMS LISTED BELOW ARE A GUIDE FOR APPLICANTS AS TO WHAT DOCUMENTATION IS NECESSARY TO ENSURE PROMPT PROCESSING OF A BUILDING PERMIT APPLICATION.**

1. Completed Application Form for Building Permit.
2. A copy of a current Certificate of Title of the allotment.
3. Evidence of ownership of allotment (if not on Certificate of Title). If recently purchased provide a copy of the contract of sale.
4. If the cost of building work is over \$16,000, and the work is going to be carried out by a registered domestic builder, the builder must take out 'Domestic Building Insurance'. A copy of the Certificate of Insurance must be submitted to the Council's Building Services Department before a building permit can be issued.

If intending to carry out the work as an owner-builder and the cost of works is over \$16,000, a 'Certificate of Consent' must be obtained from the Building Practitioner's Board, telephone: 9285 6400 or 1300 360 320.

5. Three (3) sets of architectural drawings showing compliance with relevant building regulations **prepared by a registered building practitioner in the category of draftsman** that include the following:

**SITE PLAN** – Minimum scale 1:500, showing building work in relation to all boundaries and any existing buildings on the allotment. The distance from boundaries must be clearly shown and any easements must be indicated. The method of drainage must also be nominated showing the size and layout of the drains and the point of connection to the legal point of discharge. In addition, the closest distance that the proposed structure will be from any existing window of any habitable room in any building on the adjoining allotment directly opposite where the proposed building works are setback within 1.0 metre from the common boundary (including eaves & gutter).

**FLOOR PLAN** – Minimum scale 1:100, with dimensions and details of the proposed building works at each level showing the type, size and location of walls and facilities, the layout of structural members, etc.

**ELEVATIONS & SECTIONS** – Minimum scale 1:100, showing full construction details, structural members, wall heights and footing system, etc. (Where alterations or additions are proposed the drawings are to be coloured to distinguish between the existing building and the proposed building work).

*Note: for very basic building work drawings may be prepared by someone other than a registered draftsman, but drawings must be to scale, fully dimensioned and clearly specify all materials, sizes of materials, type and size of footings, etc. Drawings that are not clear, do not provide sufficient information, or are of poor quality will not be accepted.*

6. Three (3) sets of technical specifications describing materials to be used in the construction (this information may be indicated on the plans instead).
7. If an engineer has designed any part of the building, three (3) sets of engineering design and computations are required, and the engineer is required to complete and provide a 'Certificate of Compliance – Design' (Form 11).
8. Building works proposed to be constructed over easements must receive written consent from all relevant reporting authorities including Yarra Valley Water (Lucknow Street, Mitcham, Ph: 131 721), and the City of Whitehorse Engineering Department, Ph: 9262 6368.
9. For new dwellings or commercial works provide three (3) copies of a soil investigation report that classifies the soil type in order to design an acceptable footing system. In the event that large trees will be nearby, then the soil / geotechnical engineer should provide appropriate recommendations to ensure the satisfactory performance of footings. For additions or alterations a soil investigation report may be required at the direction of the building surveyor.
10. If building is to have trusses, provide three (3) sets of manufacturer's truss specifications and layout. This can be provided during construction, prior to the frame inspection.
11. Town Planning Approval may be required in certain situations eg: Dual Occupancy, Multi Unit Development, Commercial Buildings, or if site is located within a Planning overlay.

**PLEASE NOTE THIS IS A GUIDE ONLY AND FURTHER INFORMATION MAY BE NECESSARY BEFORE A BUILDING PERMIT CAN BE ISSUED.**

If you have any queries concerning this leaflet please do not hesitate to call the Building Services Department on 9262 6421.