



## WANT TO RE-STUMP YOUR HOUSE?

### MINIMUM APPLICATION INFORMATION REQUIREMENTS

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- Building Permit Application Form** - Fully completed and signed by the applicant.
- Agent's Authority** – If the applicant is not the owner, the applicant must obtain the owner's consent and signature, to apply for the building permit on behalf of the owner. Note the applicant is responsible for the settlement of all applicable fees.
- Copy of Title** – A copy of the Title can be accessed via [www.landata.vic.gov.au](http://www.landata.vic.gov.au) The copy attached to the submission must be less than 3 months old. Check - are there any easements or covenants or s.173 agreements that may affect the proposed works.
- Planning Permit** – Is a planning permit required – if so has this been applied for? If you already have the Planning Permit provide a copy of the current documentation including the endorsed plans and conditions.
- Permit Fees** – The fees are determined by the cost of works. A quote is available upon request and is valid for 60 days. Fees must be paid at the time of application submission.
- Cost Estimate** of the works - include the full cost of the proposed works.
- Submit** the drawings and documentation listed below.

### FOR ANY DOMESTIC BUILDING WORKS EXCEEDING \$12,000 IN VALUE THE FOLLOWING MUST BE PROVIDED

Note that re-stumping can only be carried out by a builder with a registration in re-stumping.

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- Building Contract** - Where a Registered Building Practitioner is contracted, submit a copy of signed page of the contract with value and both signatories attached.
- Where the works are greater than \$16,000 in value attach a copy of the Home Owners Warranty **insurance document**.

### MINIMUM DOCUMENTATION REQUIREMENTS

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*To be submitted with the application information*

- 3 copies of documents** are to be provided, drawings at A3, other documents at A4.
- Required plans** are to be fully dimensioned and to the scales identified. The drawings must contain a drawing title block which includes the site details, revision number, name of the person who prepared the drawing/s and correct plan name.
- Site (Allotment) Plan** - Scale not less than 1:500 , show title boundaries, dimensions, north point, easements, neighbouring buildings, the location of the building/s relative to the boundaries
- Floor Plan** – to scale not less than 1:100, dimensioned sufficiently to describe the scope of works.
- Building Sections & Construction Details** – to scale not less than 1:100, showing relative levels and typical construction details at not less than scale 1:20 including sub floor ventilation, structural elements, termite treatment, site drainage issues.
- Footings Details**, stump material, footing depth, diameter and fixing of the stump to bearers.

Refer to VBA Practice Note PN 62-2014 Documentation Required for Applications for Building Permits  
<http://www.vba.vic.gov.au>