



## WANT TO BUILD A NEW SHED or CARPORT?

### 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 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 building, all associated works and labour.
- Bushfire Attack Level Assessment** – A BAL rating will be required if the proposed shed is within 6m of a dwelling located in a Bushfire Prone Area.
- Report & Consent** – This may be required if the siting of the proposed works has potential impact on the neighbouring properties. Issues include; street setback, building height, site coverage, permeability, car parking, side and rear setbacks, walls and carports on boundaries, daylight to existing habitable rooms, solar access to north facing windows, overshadowing and overlooking, private open space, projections beyond the boundary and fencing.
- Submit** the drawings and documentation listed on the next page.

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

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If you are an **Owner Builder**;

- Owner Builder Consent - provide a **Certificate of Consent** obtained from the Victorian Building Authority. A copy of the application kit is available from the Building Services Counter or can be downloaded from the VBA.  
[www.vba.vic.gov.au/data/assets/pdf\\_file/0004/20398/PN-56-2014-Owner-builder-Certificate-Consent.pdf](http://www.vba.vic.gov.au/data/assets/pdf_file/0004/20398/PN-56-2014-Owner-builder-Certificate-Consent.pdf)

If you have contracted a **Builder**;

- Where a Registered Building Practitioner is contracted, submit a copy of signed page of the building contract.
- Where the works are greater than \$16,000 in value attach a copy of domestic **insurance document**.

### REFERRAL TO OTHER AUTHORITIES

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Where the works encroach on an easement the RCoW will refer the proposed works to the relevant authority for comment or consent.

- North East Water Authority** – where the proposed works go over or near a sewer or water supply easement
- Rural City of Wangaratta** – Note that construction over an easement owned by the RCoW will not be supported. Where the proposed works impact on an adjoining property and the building does not comply with the Siting Requirements of Part 4 of the Building Regulations, an Application for Report and Consent will be required.



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### 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** as listed below are to be fully dimensioned and to the scales identified. They must contain a drawing title block which includes the site details, revision number, designers name 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, any buildings within 3m of the boundary on adjoining land, site works and proposed stormwater drainage, the legal point of discharge. Show the total areas for existing and proposed building works and all impermeable surfaces.
- Floor Plan** – to scale not less than 1:100, fully dimensioned with levels and sections, spaces identified, facilities and wet area details clearly shown
- External Elevations** – to scale not less than 1:100, fully dimensioned, ground floor and ceiling levels and sections, windows, doors, down pipes, control joints
- Roof Plan** – show roof pitch, eave and overhand details, the location of down pipes.
- Wet Areas** - Internal Elevations – to scale not less than 1:50, fully dimensioned,
- Prefabricated shed** – Most shed manufacturers will provide a set of documents that include all structural information and construction details. This includes a current Certificate of Compliance Design (Reg. 1507) prepared by a structural engineer. This set of documents is to be submitted with a site plan (see above).
- Structural Plan** - Scale not less than 1:100, include all structural members, a bracing plan, prefabricated frame and truss computations and a Certificate of Compliance Design (Reg. 1507) prepared by a structural engineer.
- 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.
- Soil Test Report** – a site specific report nominating soil and footing types by a structural or geotechnical engineer
- Footings and Concrete Slabs** - Nomination of footing type, founding depth and slab extent, materials, thickness, vapour barrier, concrete strength , reinforcement , ties
- Masonry Construction Details** - Identify structural and non-structural elements. Dimensions of engaged and isolated piers masonry unit sizes, mortar specification , show the location of any control joints required
- Glazing** – identify proposed windows, glazed area and details of glass types.
- Electrical Services** layout plan including location of the electrical switchboard
- Bushfire Attack Level Assessment** –if the proposed shed is within 6m of a dwelling located in a Bushfire Prone Area, some modification to the shed may be required to avoid the potential spread of fire between the buildings.
- Fire separation requirements** – if the proposed shed is close to a property boundary there may be specific construction requirements.

**Note if you intend altering the use of the shed to a dwelling – all the requirements that apply to a new house will apply to the affected part of the shed.**

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