BUILDING PERMIT APPLICATION CHECKLIST

GARAGES, SHEDS AND CARPORTS

TICK	DOCUMENTS
☐	**Application Form** (Form 1) – completed, signed and dated.
☐	**Builders Warranty Insurance & Builders Contract/ Owner Builder Certificate** (if cost of works exceeds $20,000) www.vba.vic.gov.au
☐	**Copy of Title and proof of ownership** (include plan of subdivision, position of easements and any restrictive covenants and/or 173 agreements), copy of Title must be no more than 4 months old. www.landata.vic.gov.au
☐	**Copy of Council Property Information** •Shows designated areas (ie. termite, flood, snow) Regulation 51 (2) •Stormwater Discharge Point Regulation 133
☐	**Working Drawings** drawn to scale detailing in accordance with Reg.25 Building Regulations 2018; • **Site plan** - Showing the location and content of any easements, location of the proposed building, any site cuts and retaining walls, site levels and the layout of all stormwater drains and their nominated and lawful point of discharge and connection. Details of buildings on adjoining allotments including setbacks, window locations, fence height etc. • **Architectural Drawings –** Floor plans, elevations, sections, size and location of structural members. • **Concrete slab or footing layout** • **Bushfire Attack Level Classification –** including written assessment of vegetation surrounding the site in accordance with Australian Standard 3959.
☐	**Structural Engineering Computations –** drawings, design computations & Regulation 126 Certificate of Compliance.
☐	**Building Specifications** (if not nominated on the Working Drawings). To include the Timber Frame specification nominating all timber sizes, grades, spans and spacing together with the standard general specifications. To include type/method of termite barrier proposed in accordance with Australian Standard 3660.1.
☐	**Soil Test Report** – if applicable
☐	**Copy of Town Planning Permit and endorsed plans –** if applicable. If **not** applicable written confirmation from the relevant council will be required.
☐	**Payment of fees** (account must be settled prior to a Building Permit being issued).

No works are to commence prior to the issuing of the building permit.

For further information please do not hesitate to contact the office 03 5672 4655

Gippsland Building Approvals

80 Graham Street, Wonthaggi 3995

ACN:118 536 477 ABN:12 118 536 477

T: (03) 5672 4655 E: admin@gbas.com.au www.gbas.com.au

Updated October 2026