



Fencing – Permit Application Guidelines

Every application to undertake building work must be accompanied by sufficient documentation and information of a suitable standard to demonstrate the work will comply with all relevant Acts, Regulations, Codes and Standards. Failure to provide the minimum standard of information will result in a request for further information to be supplied or refusal of your application.

The following is a guide to the minimum documentation and information to be supplied for an application for a building permit for a new fence:

- Completed Building application form and payment of application fees including government levy and lodgement fees. Including an accurate estimate of the cost of proposed building work including labour and materials or the contract price.
- Three (3) copies of drawings to a scale of not less than 1:100 showing:
 - A site plan with the location of the existing building(s) on the property and the proposed fence location, and locations of any windows opposite the fence (if a side or rear boundary fence).
 - An elevation showing the height of the fence.
 - A Section Detail showing the method of construction and proposed materials.
 - Footing details.
 - Engineer's computations supporting the design should also be provided if the fence is to be constructed of brick or masonry and this design is to include a Certificate of Compliance - Design from the engineer.
- Fences with steel structural members may require manufacturers' specifications and/or engineer's computations. (Three (3) copies).
- Copy of the site specific engineers Certificate of Compliance for the design of the fence (if applicable i.e. masonry or steel construction)
- One copy of the Certificate of Title including PS, Covenant and/or Section 173 Agreement.
- Copy of Planning Permit & endorsed drawings/ Planning application (As applicable).
- Builders registration details if work is over \$5,000 (Registered builders).
- Certificate of Insurance if works over \$16,000 (Registered builders).
- Owner Builder Certificate of Consent if work is over \$16,000 (Owner builders).

- Hoarding Permit (If applicable to work requiring part of a street or laneway to be blocked).
- Consent and Report of Council when siting does not conform to the requirements of Part 4 – Building Regulations 2006 (If applicable).

The above list of information is not to be considered exhaustive; the Municipal Building Surveyor may request additional information to satisfy the requirements of the Building Act 1993, Building Regulations 2006, the Building Code of Australia and any other relevant standards and codes.

Further information can be obtained from the Victorian Building Authority (VBA). They have issued a Practice Note, *2014-62 Documentation required for applications for building permits* further clarifying these requirements. The Practice Note is available from the VBA website: www.vba.vic.gov.au

After the issue of the building permit any changes or amendments proposed or not shown on the building permit will incur additional fees and may require the submission of additional documents, drawings or information. It is the owner's responsibility to ensure the application accurately reflects to proposed work to be undertaken.