



## Prefabricated Kit Home or Relocating a Home – 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 prefabricated kit dwelling or relocated dwelling:

- 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.
- One copy of the Certificate of Title including PS, Covenant and/or Section 173 Agreement.
- Stormwater Legal Point of Discharge.
- Copy of the Domestic Building Insurance if work is over \$16,000 (Registered builders).
- Owner Builder Certificate of Consent if the value of work is over \$16,000.
- Three (3) copies of the Soil Test Report.
- Planning Permit and endorsed drawings / Planning application (If applicable).
- Permit to Install a Septic Tank (Unsewered areas).
- A copy of Sewer Details – Size, Depth, & offset of sewer (If Applicable).
- A copy of Property Sewer Service Plan (If Applicable).
- A copy of Build over easement consent (If Applicable).

Information for Prefabricated Kit Homes:

- Building Specifications.
- Scaled Drawings, Site Plan, Floor Plan, Elevations and Building details.
- Structural Drawings, Structural Computations and Engineers Certificate of Compliance Design.
- 6 Star House Energy Rating Report and Endorsed Drawings.
- Layout and details of storm water drains to the legal point of discharge.
- Three (3) copies of Bushfire Attack Level Report (If in a bushfire prone area).

#### Information for Relocated Homes:

- Building Specifications.
- Scaled Drawings, Site Plan, Floor Plan, Elevations and Building details.
- Structural Drawings, Structural Computations and Engineers Certification for Footing Design and or Building Anchorage Tie Down requirements.
- Details of thermal performance of the existing building, and details of opportunities to improve the thermal performance of the building.
- Building condition report from a registered Building Practitioner (ie. Building Surveyor, Building Inspector, Engineer or Builder).
- Photographs of the existing relocated home.
- Security Bond (\$5,000 Bank Guarantee required).
- Layout and details of storm water drains to the legal point of discharge
- Three (3) copies of Bushfire Attack Level Report (If in a bushfire prone area).

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](http://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.