



Restumping or Re-blocking a Building – Permit Application Guideline

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 to restump or re-block an existing building:

- 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:
 - Floor plans showing all dimensions. If a partial restump is proposed, highlight the area of the proposed work.
 - Plan showing layout/spacing of proposed new stumps or footings.
 - Footing details including a section detail that clearly shows the stump above the ground, the hole depth and width, the sole plate size and type and the stump type and size.
 - Strip footing founding depth, width and reinforcement details.
- Three (3) copies of site plans to a scale of not less than 1:500 showing:
 - Boundaries and dimensions of the allotment and any relevant easements.
 - The position and dimensions of the proposed building and its relationship to the boundaries of the allotment, and any existing buildings on the allotment.
 - Levels of the allotment and floor levels of the building in relation to street or road drainage channel (if applicable).
- One copy of the Certificate of Title including PS, Covenant and/or Section 173 Agreement.
- A Soil Test Report (If applicable).
- Method of Termite Treatment.
- Builders registration details (restumping / reblocking must be carried out by a registered builder).
- Copy of the Domestic Building Insurance if work is over \$16,000 (Registered builders).
- Engineers computations, drawings and Certificate of Compliance for the design (Where required)

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.

