

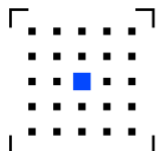
Client Document Checklist: Domestic Shed & Class 10 Building Permit Application

This checklist has been created to assist you in preparing your Building Permit Application by outlining the common documents and information required, along with where to find them. We recognise that the application process can involve a substantial amount of documentation, so our goal is to clearly explain the requirements and help you understand what is needed to support your application.

Providing the required documentation as early as possible will help minimise delays and allow your application to progress through assessment and approval as efficiently as possible. If you have any questions or need assistance obtaining any required documentation, please contact our office.

Note: This checklist serves as a general guide. Not all listed documents are required for every project, and additional documentation may be needed based on the scope and location of the work.

Required Documentation	Description / Requirements	Where to Obtain	Provided
Letter of Appointment	Provide a letter of appointment signed by the owner / by the applicant with a letter of authorisation from the owner.	Criterion Fee Proposal	☐
Building Permit Application (Form 1)	Provide a completed and signed copy of the building permit application form	Criterion (Provided after appointment)	☐
Cost of Works Declaration	Provide a total estimated project cost. For owner builder projects complete the Cost of Works Declaration template provided by Criterion. For projects with registered builders provide a copy of the domestic building contract.	Criterion (for Owner Builders) or Registered Builder	☐
Title Documents	Certificate of Title, Plan of Subdivision and any instruments of Covenant or Section 173 agreements less than 3 months old.	www.landata.online	☐
Property Information	Provide the Regulation 51(2) Property Information Certificate.	Local Council Building Department OR Landata	☐
Planning Permit Documents (If required)	Letter of Planning Advice or Council Planning Permit and a copy of the Endorsed Plans. (If required)	Local Council Planning Department	☐
Structural Engineering Documentation	Engineering Structural design, Computations and Regulation 126 Certificate of Compliance.	Shed Kit Supplier, Civil or Structural Engineer	☐
Site Plan	Siting, setbacks, levels, drainage and site details. In accordance with Building Regulation 25 or 26 as applicable.	Registered Building Designer OR Architect OR Licensed Land Surveyor	☐
Home Warranty Insurance	Required for all domestic projects undertaken by a registered builder with a cost of works greater than \$20,000.	Registered Builder	☐
Soil Report (If Required)	Geotechnical report. For projects with extensive earthworks, where required by the engineer's design or otherwise upon request by our office.	Geotechnical Engineer	☐



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BUILDING SURVEYORS

BAL Assessment Report (if required)	Bushfire Attack Level assessment. Where the allotment is located in a bushfire-prone area and the proposed shed is located within 6 meters of a dwelling, or within 6 meters of another outbuilding that is within 6 meters of the dwelling.	Registered Building Designer, Geotechnical Engineer OR Bushfire Consultant	☐
Protection Works Documentation (If required)	Forms 7 & 8 where protection works apply.	Criterion (Provided after appointment)	☐
Legal Point of Discharge	Regulation 133 Legal Point of Discharge. Required if the shed will not be tied into an existing stormwater system.	Building or Assets Department of your Local Council	☐
Feature & Level and/or Site Re-establishment Survey	Required for building works directly adjacent to a title boundary or for sites with complex slopes or otherwise as required by our office.	Licensed Land Surveyor	☐