



**ILLEGAL WORKS DOCUMENTATION FOR ASSESSMENT (GUIDE ONLY)**

**REQ**

1. Building Consultancy Fees & Certificate of Compliance - Inspection for <b>Illegal works</b>	
2. A copy of Council Building Notice & Orders	
3. A current title and plan of subdivision. <b>Note:</b> Covenants, Sect 173 agreements, MCP & Easements to be provided/considered	
4. Application/Consent form to engage for illegal works ( <a href="#">via website</a> )	
5. Architectural plans detailing existing and proposed works demonstrating compliance for assessment. <b>Note</b> – The desktop regulatory assessment is to determine any non-compliances and where upgrades/alterations would be required with respect to the National Construction Code NCC (fire safety, structure, damp & weatherproofing, health and amenity, movement & access, energy efficiency, sound insulation)	
6. Engineer site inspection/report and Regulation 1507 certification on the structural integrity of the existing footings and structure. Recommendations for rectification works to also form part of the report and certification provided upon completion.	
7. Soil report	
8. Site inspection & Regulation 1507 Certificate of Compliance - Inspection from JBG (Relevant Building Surveyor)	
9. Builders Warranty Insurance or Owner Builders Certificate of Consent.	
10. Owner Builder Report - Section 137B (Where completed)	
<b>Additional Documentation that maybe requested</b>	
11. Civil plans (Council Endorsed Drainage plans & letter), civil comps & 1507 certification	
12. Town Planning Permit and Endorsed Plans (100% consistency required with Architectural plans)	
13. Provide a written or verbal response from council clarifying whether a planning permit is required – verbal needs to be documented.	
14. Re-establishment Survey	
15. Provide a letter from the body cooperate consenting to the works	
16. Report & Consent (Endorsed Plans inclusive) from Council and Water authority (SEW/YVW) to build over easement.	
17. Provide documentation from relevant authorities on size, depth, offset of pipes (sewer and storm water) within easement	
18. Combined allotments–provide a statement/certificate/letter with supportive information to enable us to consider both allotments as one allotment for the purposes of the Regulations (additional cost \$500+GST)	
19. Protection works Form 3 & 4 may need to be served on adjoining owners to <b>North, South, East, Western</b> boundaries	
20. Light (10% of floor area) & Ventilation (5% of room floor area) schedule demonstrating compliance with 3.8.4 & 3.8.5.	
21. Report & Consent from council for the erection of any precautions/hoarding over the front street alignment (council asset)	
22. Legal point of discharge of storm-water from council. <b>Alternatively, JBG can apply on your behalf</b>	
23. Property information request (termite, alpine, flood prone, overland drainage, bushfire). <b>Alt, JBG can apply on your behalf</b>	
24. Septic Tank Permit and Endorsed plans from council.	
25. Report & Consent from council as the allotment is on land liable to flooding.	
26. BAL Bushfire assessment report to AS 3959 – 2009 (BAL 12.5, 29, 40, FZ). <b>Note:</b> The design, requirements and report number to reflected on plan.	
27. Report & Consent from council for overland drainage.	
28. Roof & Posi/Floor Truss Comps ( <b>condition on Building Permit</b> )	