



User Guide for Minor Alterations to Dwellings

Please complete this user guide, your building consent application form and compile all the necessary documentation. **This user-guide must accompany your application.** When you are ready to lodge your application, please phone 440 0056 [Alexandra] or 445 0211 [Cromwell] to make a PAC (lodgement) appointment. Your application can be couriered to 1 Dunorling St, Alexandra 9340 (if you are unable to lodge it in person)

A Building Control Officer and a Planning Officer will be allocated to review your application for completeness and compliance prior to it being accepted. **The application will only be accepted if it appears complete and compliant.** If there is further information required after the application is accepted, you will be contacted requesting this detail. **Complete and technically correct building consent applications are processed FASTER than incorrect ones.**

Fee payment starts the '20 working day clock' which is the time-frame in which we must grant your building consent. How do you wish to pay?

Invoice owner via e-mail Invoice agent via e-mail Pay at lodging (eftpos/ cheque/ cash)

CODC Overseer:	Direct Dial Ph:
Valuation number:	

Application	Applicant to complete		Office use only
	Yes	N/A	
Legal description and location address	<input type="checkbox"/>		<input type="checkbox"/>
Correct total <u>value</u> of building work been shown (Note: this is different from cost)	<input type="checkbox"/>		<input type="checkbox"/>
Evidence of Ownership (Current Certificate of Title)	<input type="checkbox"/>		<input type="checkbox"/>
Authorization to act as Agent for Owner (for applications made on behalf of the owner)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application form completed correctly - in pen, signed and dated, with correct fees	<input type="checkbox"/>		<input type="checkbox"/>
Certificate of design work [COW] provided covering restricted building work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans			
Have you provided two copies of: (The second copy will be returned to you with your consent)			
Plans	<input type="checkbox"/>		<input type="checkbox"/>
Specifications	<input type="checkbox"/>		<input type="checkbox"/>
Specific design – PS1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the original floor layout been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Has all demolition work been shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the proposed floor layout been shown? [Please include the location of smoke alarms]	<input type="checkbox"/>		<input type="checkbox"/>
Have all external and internal dimensions been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Has the position of structural beams and fixings been shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Removal of walls (or part walls) may require bracing calculations – are these provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross-section Have you provided a cross-section through areas of construction showing method of construction & specifying ALL materials used & surface finishes? Please include section through stairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the plumbing with drainage layout been shown? Note: changes to plumbing & drainage layout require specification of pipe sizes & materials, insulation, venting, surface finishes, safety glazing etc. Manufacturer's installation instructions should be provided for shower installations & water proof membranes shown in a cross-section for wet area showers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>