User Guide for Miscellaneous e.g. signs, S.E.D etc

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 your appointed Overseer

CODC Overseer:	Direct Dial Ph:
Valuation number:	

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)

Property valuation number:	**Applicant to complete**		**Office use only**
Application	**Yes**	**N/A**	
Legal description and location address	☐		☐
Correct total value of building work been shown (**Note**: this may be different from cost)	☐		☐
Fees checked and correct	☐		☐
Evidence of Ownership	☐		☐
Authorisation to act as Agent for Owner (for applications made on behalf of the owner)	☐	☐	☐
Application form completed correctly in pen, signed and dated	☐		☐
Certificate of Design Work [COW] provided covering restricted building work	☐	☐	☐

Documentation

Provide **two** sets of:			
• Plans *Number of sheets in each set* _____	☐		☐
• Specifications *Number of sheets in each set* _____	☐		☐
• Specific design *Number of sheets in each set* _____	☐	☐	☐
Plans legible, and to a scale that allows full technical assessment and accurate interpretation for construction	☐		☐
Consistency of information between all documentation (e.g. engineers design details do not conflict with architects design details)	☐		☐
Only relevant information included (no multiple or alternative construction details)	☐		☐

The following must be SUFFICIENTLY DETAILED in plans and/ or specifications to allow full assessment against all relevant building code clauses

Site – scale 1:200

• location of building/s and structures (proposed and existing) with dimensions between buildings and to boundaries	☐		☐
• location and details of easements, water courses and hazards	☐	☐	☐

Specific Design	**Applicant to complete**		**Office use only**
	Yes	**N/A**	
Engineering	☐	☐	☐
• separate Engineer's drawings OR reference on Engineer's Producer Statement to the latest revision of the architectural drawings	☐		☐
• design calculations provided	☐		☐
• Structural Engineers report supplied for any filled ground or ground that does not have a bearing capacity of 100kpa	☐	☐	☐
Alternative Solution form completed for systems/ elements outside the acceptable solutions and supporting documentation included	☐	☐	☐

Additional Information Required

	☐		☐
	☐		☐
	☐		☐
	☐		☐
	☐		☐
	☐		☐
	☐		☐
	☐		☐
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Processing Comments *(Office use only)*