

APPROVED CHECKLIST

Approved and published by the Victorian Building Authority in accordance with section 30A of the *Building Act 1993 (Act)*.

Certification of lodgement of documents and payment of any lodgement fee to the relevant council required under the Act and/or the *Building Regulations 2006 (Regulations)* by the relevant building surveyor (RBS).

In accordance with section 30B of the Act I, *[insert name of relevant building surveyor _____]*
 _____ of *[insert business of relevant building surveyor]*

hereby certify that I have lodged the documents described in the table below¹ with the relevant council (named below) in respect of building work at the property address (named below). I further certify that any lodgement fee required under section 30B(2) has been paid.

Property address	
Relevant planning permit number (if applicable)	Building permit number
Council name	Other permit stage file(s) submitted to council (if applicable)
RBS name	RBS number
RBS Signature	Date

Description of document	Yes	N/A
1. Building permit – A copy of the building permit issued in respect of the building work.		
2. Planning permit – A copy of any relevant planning permit documents necessary to show compliance with the Act and Regulations.		
3. Plans and documents – A copy of all plans and other documents lodged with the application for the permit in accordance with Regulation 302 to 304. NOTE: List of documents received with the application for the building permit and any other documents requested and relied on in determining compliance of the application.		
4. Property information – details as to whether the allotment is in an area specified in Regulation 305(g).		
5. End of engagement of a building practitioner and/or architect A notice(s) given to me under section 25A(1) of the Act.		
6. Engagement of practitioner of a building practitioner and/or architect A notice(s) given to me under section 25A(2) of the Act.		

¹ In circumstances where it is necessary to amend a building permit and/or lodge additional documents, you are required to use this checklist to do so. You are not required to resubmit documents previously lodged with council that remain unchanged. These should be marked “N/A” on the checklist accompanying the additional documents.

7. Builder engagement		
A notice given to me under section 25A(3) of the Act.		
8. Additional information – Any document I require under Regulation 305 including –		
8(i) Documentary evidence to support the use of a material, form of construction or design in a form referred to in clause A2.2 of the BCA Volume One or clause 1.2.2 of the BCA Volume Two.		
8(ii) A survey plan of existing site conditions prepared by a registered licensed surveyor under the <i>Surveying Act 2004</i> .		
8(iii) Certificate of title to the allotment under the <i>Transfer of Land Act 1958</i> .		
Description of document	Yes	N/A
8(iv) Evidence of ownership of the allotment or evidence that a contract has been entered into pursuant to section 9AA of the <i>Sale of Land Act 1962</i> in respect of the allotment.		
8(v) Evidence that each building practitioner to be engaged in, or to carry out, the building work holds a building practitioner's certificate issued under the Act or is a registered architect under the <i>Architects Act 1991</i> or is an insured architect (as the case requires).		
9. Protection work		
9(i) A copy of Form 3 served on me under section 84 of the Act.		
9(ii) A copy of Form 4 given to me under section 85 of the Act.		
9(iii) Disagreement or request for further information – A determination made by me under section 87 of the Act.		
10. Determinations and modifications		
A determination of the Building Appeals Board.		
11. Performance solutions		
11(i) Performance solution determination – A determination by me under the National Construction Code (NCC) that a performance solution complies with a performance requirement of the NCC (“the performance solution determination”).		
11(ii) Performance solution documentation – Any computations or reports relied upon by me in making the performance solution determination.		
12. Report and consent		
A report and consent of a reporting authority referred to in Regulation 308 and Schedule 4 of the Regulations and section 29A of the Act.		
13. Combined allotments		
A determination by me under Regulation 502.		
14. Building sub-division		
An exemption given by me under Regulation 503.		
15. Protection of public		
Details of precautions approved by me under Regulation 604 to protect the safety of the public.		
16. Alterations		
A consent given by me under Regulation 608.		
17. Exits and paths to exits		
A consent given by me under Regulation 609.		
18. Change of use		
An exemption given by me under Regulation 1011.		

19. Domestic Building Work		
19(i) A copy of the domestic building insurance certificate.		
19(ii) Confirmation that the name and registration number of the builder specified in the permit, major domestic building contract and insurance certificate are identical.		
19(iii) A copy of the owner builder certificate of consent.		
20. Other documentation		
Any other document required by me under Clause 2 of Schedule 2 of the Act not represented above – list below: -		