

Building and Property Committee

Checklist for Building Works Final Approval

This checklist is to be completed and submitted to the BPC just prior to making an application for a Building Permit for the project.

The Applicant

Name of Congregation	
Contact Name	
Contact email address	
Contact phone number	

Address of Proposed Works

Street Number	
Street	
Town/City	
Postcode	

Date of In Principle Agree from BPC _____

Drawings

Have you provided details of the drawings as listed below?

Type of Plan	Requirement	Whether supplied and if not the reason why it has not been supplied
Site plan existing conditions	For all types of applications, if different from information supplied for in-principle approval.	
Site plan proposed conditions	For all types of applications	
Demolition plan	Only required where part of whole of buildings are being demolished	
Floor plan existing	Only required for alterations and additions	
Floor plan proposed	For all types of applications	
Elevations	Only for additions and new buildings	
Sections	Only for additions and new buildings	
Details of specific features and construction details	For all types of applications, if required	
Roof plan	Only for additions and new buildings	
Services plan	For all new buildings and where alterations or extensions involve work to existing services	

Specifications

Have you attached a copy of the specifications for the project? Yes No

For new buildings – have you included a copy of the soil report. Yes No

Details of Permits Required from Local Authorities

Have you provided details of any discussions held with Local Authorities in relation to obtaining a building or planning permit for the proposed project? Yes No

Signed

Date

Lodgement

Forward the completed application form and any attachments to the Convener of the Building and Property Committee by emailing to rkop@iinet.net.au.

Notes

1. As Built plans – upon the completion of the project “As Built” drawings are to be supplied to the committee for their records.