

### APPLICATION FOR SECTION 160A COMPLIANCE ASSESSMENT

#### DETERMINATION IN RESPECT OF BUILDING DESIGN/COMPLIANCE ASSESSMENT

#### 1 SITE DETAILS

Address

Street Address:	
Suburb:	
State:	P/Code:

Municipality

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Is the copy of current Certificate of Title for the allotment attached?

☐ ☐

Yes		
No		Need to attach a copy of current Certificate of Title for the allotment. Go to <a href="http://www.landata.vic.gov.au">www.landata.vic.gov.au</a>

#### 2 APPLICANT

Name

--

Company name

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Address

Street Address:	
Suburb:	
State:	P/Code:
Phone Business hours:	Mobile:
Email:	

Is the Applicant the Owner of the property?

Under section 248(1) of the Building Act 1993, it is an offence for a person to act on behalf of an owner of a building or land for the purpose of making an application unless the person is authorised in writing to do so.

☐ ☐

<input type="checkbox"/>	The applicant is the owner	
<input type="checkbox"/>	The applicant is acting on behalf of the owner	Complete and sign the authority to act form
<input type="checkbox"/>	The applicant is the Relevant Building Surveyor	
<input type="checkbox"/>	The applicant is a purchaser under a contract of sale of land	
<input type="checkbox"/>	The applicant is the Authority	

The Act requires that a copy of this application document must be served on any 'party concerned', which is generally a person with a direct interest in the outcome of the application.

### 3 RELEVANT BUILDING SURVEYOR

It is a requirement that the Building Appeals Board receive comment from the Relevant Building Surveyor in relation to the request for determination.

Name

Company name

Address

Street Address:		
Suburb:	State:	P/Code:
Phone Business hours:		
Mobile		
Email:		

## 4 REGULATORY PROVISIONS

### 4A Regulatory provisions

Tick the relevant boxes below and list the regulatory provisions applicable to the application.

	BCA Performance Requirement(s)		BCA Deemed to Satisfy provision(s) (if relevant)
	Nature of application for determination in respect of building design sought:		
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			

Note: An application may be made to the Building Appeals Board for a determination that a particular design of a building or element of a building complies with the Building Act 1993 or the Building Regulations.

## 5 RELEVANT BUILDING/LAND DETAILS

Use of Building	
BCA Classification	
No of storeys	
Floor area of existing building	
Floor area of new building	
Type of construction	(not relevant to class 1 & 10)
Effective Height	(not relevant to class 1 & 10)
Volume of building	(not relevant to class 1 & 10)

## 6 INFORMATION APPLICABLE TO APPLICATION

Please answer the questions below and provide relevant documents where necessary

	Yes	No
Has an application for a building permit been lodged?		
Has the building permit been issued?		
Has work that forms part of this application commenced?		
If yes what percentage is completed		%
Nominate the edition of the BCA that is to be modified.		
Are there any Building Notices or Building Orders that may directly or indirectly relate to the matter raised in this application? If Yes, provide a copy of the Notice or Order		
Has any fire engineering or fire safety assessment or other expert reports, e.g. alternative building solution or dispensation, been undertaken that may in any way relate to the matters raised in the application? If Yes, provide a copy of the documents.		
Have any inspections been carried out by the VBA? If yes, please provide a copy of the inspection report.		
Is there a relevant planning permit?		
Is the building on a register under the Heritage Act 1995?		

Aside from the matters outlined in this application, has any aspect of this matter been or being considered by the Building Appeals Board or the Victorian Building Authority

Yes		Provide details and attach to this application
No		

Does this application relate to Performance Requirements CP1 or CP2 of the BCA or any facade or cladding related matters?

Yes		Please complete the following questions in the next section (Part 7) of this application form
No		

## 7 FURTHER INFORMATION RELATING TO BCA PERFORMANCE REQUIREMENTS CP1, CP2, FACADE & CLADDING MATTERS

**New Structures:**

1. It is expected that the design will follow the required pathway pursuant to the BCA.

**Existing Structures:**

2. A risk-based approach may be adopted. In support of this approach the Board would be assisted by:
  - a) An accepted industry/international practice to be followed such as the Engineers Australia Society of Fire Safety – “Practice Guide Façade/External Wall Fire Safety Design” or AS/NZS ISO 31000;
  - b) A risk assessment that took a holistic approach to the review of the combustible wall/cladding and should include information on the wall build-up, fixing methods and penetrations;
  - c) An essential Safety Measures audit report.

Please provide the following information. If unknown or uncertain, please indicate this next to each relevant question. (The details provided are for information purposes only in order to provide the Board with an overview of the building).

<b>Building Information</b>		
Building Classification - Primary use -		
Number of Class 2 Sole Occupancy Units?		
Building Classification - Secondary uses -		
Number of Storeys		
Number of basement levels		
Number of stairs		
Number of exits		
Onsite Building Management or Security Personnel	<input type="checkbox"/> yes	<input type="checkbox"/> no
Does the building contain sprinklers?	<input type="checkbox"/> yes	<input type="checkbox"/> no
<b>Elevations</b>		
North elevation details below -		
North elevation type of cladding present	<input type="checkbox"/> panel with polyethylene core <input type="checkbox"/> other lamina bonded panel <input type="checkbox"/> expanded polystyrene (rendered) <input type="checkbox"/> other combustible material :	
	<input type="checkbox"/> non-combustible <input type="checkbox"/> unknown	
North elevation description of all types of external cladding by colour		

<p>North elevation configuration of cladding additional information</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <input type="checkbox"/> additional information attached
<p>North elevation cladding Image(s)</p>	<input type="checkbox"/> images attached to this form <input type="checkbox"/> none provided
<p>North elevation cladding drawing(s)</p>	<input type="checkbox"/> drawings attached to this form <input type="checkbox"/> none provided
<p>East elevation details below -</p>	
<p>East elevation type of cladding present</p>	<input type="checkbox"/> panel with polyethylene core <input type="checkbox"/> other lamina bonded panel <input type="checkbox"/> expanded polystyrene (rendered) <input type="checkbox"/> other combustible material : <hr/> <input type="checkbox"/> non-combustible <input type="checkbox"/> unknown
<p>East elevation description of all types of external cladding by colour</p>	
<p>East elevation configuration of cladding additional information</p>	
<p>East elevation cladding image(s)</p>	<input type="checkbox"/> images attached to this form <input type="checkbox"/> none provided
<p>East elevation cladding drawing(s)</p>	<input type="checkbox"/> drawings attached to this form <input type="checkbox"/> none provided

South elevation details -	
South elevation type of cladding present	<input type="checkbox"/> panel with polyethylene core <input type="checkbox"/> other lamina bonded panel <input type="checkbox"/> expanded polystyrene (rendered) <input type="checkbox"/> other combustible material : <hr/> <input type="checkbox"/> non-combustible <input type="checkbox"/> unknown
South elevation description of all types of external cladding by colour	
South elevation configuration of cladding additional information	<hr/> <hr/> <hr/> <hr/> <input type="checkbox"/> additional information attached
South elevation cladding image(s)	<input type="checkbox"/> images attached to this form <input type="checkbox"/> none provided
South elevation cladding drawing(s)	<input type="checkbox"/> drawings attached to this form <input type="checkbox"/> none provided
West elevation details below	
West elevation type of cladding present	<input type="checkbox"/> panel with polyethylene core <input type="checkbox"/> other lamina bonded panel <input type="checkbox"/> expanded polystyrene (rendered) <input type="checkbox"/> other combustible material : <hr/> <input type="checkbox"/> non-combustible <input type="checkbox"/> unknown
West elevation description of all types of external cladding by colour	

West elevation configuration of cladding additional information	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
	<input type="checkbox"/> additional information attached	
West elevation cladding image(s)	<input type="checkbox"/> images attached to this form <input type="checkbox"/> none provided	
West elevation drawing(s)	<input type="checkbox"/> drawings attached to this form <input type="checkbox"/> none provided	
<b>Exterior</b>		
Approximate extent of combustible cladding on building	<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100% or _____%	
Fixing method of combustible cladding		
Are there penetrations in the cladding such as wall mounted light fixtures or power points?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Ignition source Image(s)	<input type="checkbox"/> images attached to this form	
Distance from adjacent buildings	<input type="checkbox"/> < 1.5m <input type="checkbox"/> 1.5m to < 3m <input type="checkbox"/> 3m to < 6m <input type="checkbox"/> > 6m	
Description of construction materials of wall of nearest existing building		
Construction wall other information	<hr/> <hr/> <hr/> <hr/>	
	<input type="checkbox"/> additional information attached	
Construction of wall image(s)	<input type="checkbox"/> images attached to this form	

Combustible cladding around windows and service openings	<input type="checkbox"/> yes	<input type="checkbox"/> no
Combustible cladding around windows and service openings further information	<hr/> <hr/> <hr/> <hr/>	
Combustible cladding on balconies	<input type="checkbox"/> yes	<input type="checkbox"/> no
Combustible cladding on balconies further information	<hr/> <hr/> <hr/> <hr/>	
Combustible cladding on balcony image(s)	<input type="checkbox"/> images attached to this form	
Combustible cladding within 3m of path of exit travel or near exit door	<input type="checkbox"/> yes	<input type="checkbox"/> no
Combustible cladding within 3m of path of exit travel further information	<hr/> <hr/> <hr/> <hr/>	
Combustible cladding within 3m of path of exit travel image(s)	<input type="checkbox"/> images attached to this form	
What is the construction method and materials behind the cladding?	<hr/> <hr/> <hr/> <hr/>	
Does the wall behind the cladding achieve a Required FRL?	<input type="checkbox"/> yes      FRL    /    / <input type="checkbox"/> no	

Sarking/wall wrap behind cladding	<input type="checkbox"/> yes	<input type="checkbox"/> no
What is the type and thickness of sarking behind the cladding?	_____mm	
Insulation Behind Cladding	<input type="checkbox"/> yes	<input type="checkbox"/> no
What is the type of insulation behind the cladding?		
<b>Sole Occupancy Units (SOU)</b>		
Are there sounders or speakers in the SOU's?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are there sounders or speakers in the bedrooms?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Other information for sounders/speakers	_____ _____ _____	
Are there smoke alarms or smoke detectors in the SOU's?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are there smoke alarms located in Bedrooms?	<input type="checkbox"/> yes	<input type="checkbox"/> yes
What type of smoke alarms or smoke detectors are installed?	Smoke alarms _____ Smoke detectors _____	
Other smoke alarm/smoke detector information	_____ _____ _____	
Are there thermal detectors in the SOU's?  Where are they installed?	<input type="checkbox"/> yes <input type="checkbox"/> no _____ _____ _____	
Are there sprinklers in the SOU's?	<input type="checkbox"/> yes	<input type="checkbox"/> no

Are there sprinklers in the Bathroom and Laundry?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Other sprinkler information	<hr/> <hr/> <hr/>	
Are the doors to the SOU's fire doors?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are the doors to the SOU's self closing ?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are the doors to the SOU's fitted with smoke seals?	<input type="checkbox"/> yes	<input type="checkbox"/> no
SOU door additional information	<hr/> <hr/> <hr/>	
Is there combustible cladding on balconies?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are there penetrations in the cladding such as wall mounted light fixtures or power points?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Combustible cladding ignition sources other information	<hr/> <hr/> <hr/> <hr/> <input type="checkbox"/> additional information attached	
Do the balconies have sprinklers?	<input type="checkbox"/> yes	<input type="checkbox"/> no
<b>Other Occupancies</b>		
Are there ancillary use areas in the building such as office or shops?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Type of ancillary use?	<hr/>	
Description of ancillary use or other occupancies	<hr/>	

Common Areas		
Are there smoke detectors?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are there thermal detectors?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Thermal detector other information ...	<hr/> <hr/> <hr/>	
Are there sounders or speakers?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Is there smoke compartmentalisation?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Is there a smoke exhaust system?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are there sprinklers?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Type of Sprinkler System -		
Sprinkler System other information	<hr/> <hr/> <hr/>	
Basement		
Number of exits?		
Number of basement levels?		
Number of car spaces in each basement level?		
Are there car stackers?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Total number of cars in car stackers		
Basement level other information..	<hr/> <hr/> <hr/>	
Are there smoke detectors?	<input type="checkbox"/> yes	<input type="checkbox"/> no

Are there thermal detectors?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are there sounders or speakers?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Sounder other information	<hr/> <hr/> <hr/>	
Is there an emission exhaust system or fixed vents?	<input type="checkbox"/> emission exhaust system <input type="checkbox"/> fixed vents	
Exhaust System Other Information	<hr/> <hr/> <hr/>	
Are there sprinklers?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Type of sprinkler system -		
Basement sprinkler other information	<hr/> <hr/> <hr/>	
Exit travel (from basement) required within 3m of combustible cladding?	<input type="checkbox"/> yes	<input type="checkbox"/> no
<b>Egress from Building</b>		
Information relating to stairs -		
Number of stairs?		
Location of the stairs in the building		
The Stairs are internal/external	<input type="checkbox"/> internal <input type="checkbox"/> external	
Stairs discharge to		
Are the stairs fire Isolated ?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are the Stairs Smoke Sealed?	<input type="checkbox"/> yes	<input type="checkbox"/> no

Unobstructed stair width (measured from inside of handrail) is -		
Are the stairs ascending and descending?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are the stairs provided with a pressurisation system?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Further stair information	<hr/> <hr/>	
<b>Exits</b>		
Number of exits from the building?		
One exit leads directly outside?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Distance between exits is -		
The exits are free from obstructions?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Appropriate exit and exit directional signage is provided?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Exit and exit directional signs well maintained and functioning?	<input type="checkbox"/> yes	<input type="checkbox"/> no
<b>Lobby</b>		
Any combustible material in the lobby?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Type of combustible material in lobby –		
combustible material in lobby additional Information	<hr/> <hr/> <hr/>	
Electrical or other equipment in lobby?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Sprinklers in lobby?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Additional information relating to sprinklers in lobby -	<hr/> <hr/> <hr/>	

<b>Exit Path</b>		
External exit paths -		
Exit travel required within 3m of combustible cladding?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Length of Exit Travel to Street on Exiting Building -		
Length of Exit Travel additional Information	<hr/> <hr/> <hr/>	
Internal exit paths -		
Exit travel required within 3m of combustible cladding?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Type of combustible material -		
Type of combustible material additional Information	<hr/> <hr/> <hr/>	
Max. length of travel from SOU door to Exit		
Length of travel from SOU additional Information -	<hr/> <hr/> <hr/>	
<b>Fire Fighting Provisions</b>		
Fire Indicator Panel (FIP) provided?	<input type="checkbox"/> yes	<input type="checkbox"/> no
FIP Surrounded by combustible cladding?		
FIP additional information	<hr/> <hr/> <hr/>	
Alarm Signalling Equipment (ASE) provided?	<input type="checkbox"/> yes	<input type="checkbox"/> no

ASE additional information		
<b>Hydrants</b>		
Is an external hydrant provided?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Combustible cladding above or within 3m horizontally of hydrant?	<input type="checkbox"/> yes	<input type="checkbox"/> no
External hydrant additional information -		
Are there internal hydrants?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are they provided to each level?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are they in a fire isolated stair?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are they provided in all fire isolated stairs ?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Internal hydrants additional information -		
Is there a Hydrant Booster?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Street hydrants are Located	_____ meters from the building	
Street Hydrant additional Information -		
<b>Sprinklers</b>		
Does the building have sprinklers?	<input type="checkbox"/> yes	<input type="checkbox"/> no

Sprinklers are provided to -		
Type of Sprinkler System -		
Can Sprinklers be Isolated by Floor? – yes/no	<input type="checkbox"/> yes	<input type="checkbox"/> no
Sprinkler isolated by floor additional Information -		
<b>Hose Reels</b>		
Does the building have hose reels?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are hose reels at each level?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are hose reels provided in the basement?		
Hose reels additional information -		
<b>Extinguishers</b>		
Does the building have water type extinguishers?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Does the building have dry chemical type extinguishers?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are dry chemical type extinguishers provided to all levels?	<input type="checkbox"/> yes	<input type="checkbox"/> no
<b>Fire Fighting Access</b>		
Fire appliance access with a width of minimum 3.6m is available to -	To _____ sides of the building	
Overhead wires are on same side of street(s)	<input type="checkbox"/> yes	<input type="checkbox"/> no

Block Plan		
Is a block plan is available?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Block plan is displayed? Where?		
Evacuation Plan		
Has an evacuation plan been prepared for the Building?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Is the evacuation plan displayed at each level?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Fire Equipment Signage		
Appropriate Signage Provided to Fire Equipment?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Essential Safety Measure (ESM)		
Is the Occupancy Permit (OP) displayed?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are there ESM books on site?	<input type="checkbox"/> yes	<input type="checkbox"/> no
ESM's are well maintained and functioning?	<input type="checkbox"/> yes	<input type="checkbox"/> no
ESM's are tagged?	<input type="checkbox"/> yes	<input type="checkbox"/> no
EMS tags are up to date?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Most recent ESM inspection report provided.	<input type="checkbox"/> yes	<input type="checkbox"/> no
ESM additional information....	<hr/> <hr/> <hr/>	

General comments –
<hr/>
<hr/>
<hr/>
<hr/>
<hr/>

## 8 MANDATORY INFORMATION

A written submission must be provided together with this application form to support the compliance assessment and should include the following:

- 1) The background of the proposal and the reasons why this compliance assessment is being sought
- 2) Provide comments from the Relevant Building Surveyor where applications relate to a Building Permit, alternatively the Building Appeals Board will refer your application to the Relevant Building Surveyor
- 3) Where the application relates to the Building Code of Australia (BCA) nominate:
  - the relevant primary Performance Requirement(s)
  - the applicable deemed to satisfy provision(s)
- 4) Where the application relates to a BCA Performance Requirements, the applicant must provide commentary on the implications for each of the individual clauses of the Performance Requirement.
- 5) Where the application relates to BCA Performance Requirements CP1, CP2 or any facade or cladding related matter:
  - Part 7 of this application form must be completed.
  - All technical components of submissions must be prepared by a competent and accredited Fire Engineer.
  - The Board expects that any reliance or reference to 'FR' type panels are sufficiently supported by either materials testing or paper trail evidence, which confirms what product is installed on the building and its location on the building.
- 6) Provide commentary on the issues relevant to the regulation to be determined, including but not limited to the following:
  - Class of building
  - Rise in storeys
  - Protection from spread of fire
  - Active fire detection and early warning systems
  - Occupant life safety
  - Special characteristics of fuel load
  - Safe movement and access to and within the building
  - Rise in storeys
  - Exposure to allotment boundary
  - Potential Ignition sources
  - Bushfire protection
  - Health and Amenity of occupants
- 7) Nominate the documentation accompanying this application, e.g. drawings numbers, photographs and any other supporting documentation. The drawings MUST be marked up clearly to highlight the determination(s) sought. Documentation, particularly drawings and photos are to be of a suitable quality to allow Board members to read and review details/annotations/dimensions etc. High resolution electronic versions are preferred.
- 8) Building Solutions  
Nominate the BCA 1.09 assessment method(s) adopted for the application as listed below:
  - (a) Evidence as listed under 1.2.2 of the BCA
  - (b) Verification methods
  - (c) Comparison with Deemed to Satisfy Provisions of the BCA
  - (d) Expert judgement including details of the qualifications and experience of the person carrying out the assessment.
- 9) Nominate any reference materials, standards, codes of practice, specifications or any other research that has been relied upon in this application.
- 10) Provide conclusions and recommendations in the application satisfying
  - Parts 1.0.5, 1.0.9 and 1.0.10 of the BCA or
  - Parts A0.5, A0.9 and A0.10 of the BCA

## 9 FEES /PAYMENT

A separate fee is to be paid for each matter to be determined.

The fees are outlined at [www.buildingappeals.vic.gov.au/how-to-apply/forms-and-fees](http://www.buildingappeals.vic.gov.au/how-to-apply/forms-and-fees)

- Always refer to the current prescribed fee schedule for compliance assessment application costs prior to submitting your application
- Complete the payment details form.

Please indicate your total fee amount payable for this application

Total Amount

\$

## 10 SIGNATURE

I understand that, under section 248(1) of the Building Act 1993, it is an offence for a person to act on behalf of an owner of a building or land for the purpose of making an application unless the person is authorised in writing to do so.

I also acknowledge that it is an offence to knowingly make any false or misleading statement or provide any false or misleading information to the Building Appeals Board in relation to this appeal (section 246 of the Act).

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## AUTHORITY TO ACT FORM

### 1 OWNER/S DETAILS

Name of owner/s

Company Name

Address

Street Address:	
Suburb:	
State:	P/Code:
Phone Business hours:	Mobile:
Email:	

### 2 SITE DETAILS

Address (please note a Copy of title /contract of sale is required to confirm ownership of the land/building)

Street Address:	
Suburb:	
State:	P/Code:

### 3 SIGNATURE OF OWNER/S

#### DECLARATION

I confirm I am the owner of the above site and consent to the following person acting on my behalf:

Name of agent or legal firm: \_\_\_\_\_

I also acknowledge that it is an offence to knowingly make any false or misleading statement or provide any false or misleading information to the Building Appeals Board in relation to an application (section 246 of the Act).

SIGNATURE OF FIRST OWNER: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF SECOND OWNER: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## APPLICATION CHECKLIST

Use this checklist to ensure all your required documents are submitted. If all the required information is not provided at the time of submission your application may not proceed.

<b>1 SITE DETAILS</b>	<input type="checkbox"/>
A copy of the current Certificate of Title or Contract of Sale for the allotment is attached	<input type="checkbox"/>
<b>2 APPLICANT</b>	
If the applicant is not the owner, and the application is on behalf of the owner, the 'Authority to Act' Form has been completed and signed	<input type="checkbox"/>
<b>3 MANDATORY REQUIREMENTS</b>	
The background of the proposal and the reasons why this compliance assessment is being sought	<input type="checkbox"/>
Provide comments from the Relevant Building Surveyor where applications relate to a Building Permit, alternatively the Building Appeals Board will refer your application to the Relevant Building Surveyor	<input type="checkbox"/>
Where the application relates to the Building Code of Australia (BCA) nominate: · the relevant primary Performance Requirement(s) · the applicable deemed to satisfy provision(s)	<input type="checkbox"/>
Where the application relates to a BCA Performance Requirements, the applicant must provide commentary on the implications for each of the individual clauses of the Performance Requirement	<input type="checkbox"/>
Where the application relates to BCA Performance Requirements CP1, CP2 or any facade or cladding related matters, Part 7 of this application form has been completed	<input type="checkbox"/>
Provide commentary on the issues relevant to the regulation to be determined, including but not limited to the following: · Class of building · Rise in storeys · Rise in storeys · Exposure to allotment boundary · Protection from spread of fire · Potential Ignition sources · Active fire detection and early warning systems · Occupant life safety · Bushfire protection · Special characteristics of fuel load · Health and Amenity of occupants · Safe movement and access to and within the building	<input type="checkbox"/>
Nominate the documentation accompanying this application, e.g. drawings numbers, photographs and any other supportive documentation. The drawings MUST be marked up clearly to highlight the determination(s) sought	<input type="checkbox"/>
<b>7 FEES/PAYMENT</b>	
Total fee amount payable for this application is identified	<input type="checkbox"/>
Payment details form have been completed and is attached	<input type="checkbox"/>
<b>8 DECLARATION AND SIGNATURE</b>	
You have acknowledged that it is an offence under section 246 of the Act to knowingly make any false or misleading statement or provide any false or misleading information to the Board in relation to this application	<input type="checkbox"/>