

## Application to Retain Works Constructed without a Building Permit

### Property Details

Street Number: \_\_\_\_\_ Street: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Lot/s: \_\_\_\_\_ LP/PS: \_\_\_\_\_ or CA \_\_\_\_\_ Section: \_\_\_\_\_

### Applicant to Complete

Name of Applicant: \_\_\_\_\_  
Contact person \_\_\_\_\_ *(if different from applicant)*  
Company Name: \_\_\_\_\_ *(if applicable)*  
Postal address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### Ownership details *(only if agent of owner is listed above):*

Property Owner's Name: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### Proposal

*Description of works:*

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Cost of building work: \_\_\_\_\_

Signature (Owner): \_\_\_\_\_ Date: \_\_\_\_\_

## Document Checklist

### Annexure to Retain Works Application

The following information makes up the retain works application and is mandatory:

#### **Application Fee**

As determined by Council's Building Services Manager

#### **Completed application form**

Ensure the form is fully completed (signed and dated)

#### **Site Plan & Site Analysis**

A plan of the subject allotment and adjoining properties drawn to a scale of not less than 1:500, showing all boundaries and setbacks, easements, existing building(s) and a north point. (1:500 2mm = 1m)

#### **Two (2) Sets of fully dimensioned drawings**

Drawn at 1:100 with details at 1:20 detailing the floor plan, elevations, sections, and size and location of structural members, including the as built structure.

#### **Regulation 126 Certificate**

From a registered civil (structural) engineer justifying the as built structure and confirming structure is built as per plans.

#### **Certification of plans and as built structure from Private Building Surveyor**

Displaying works compliant with the Building Act 1993, Building Regulations 2018 & National Construction Code (NCC) and confirming structure is built as per plans.

#### **Notes:**

- **Additional items may be required on assessment of the application.**
- **A building permit will not be issued for the works.**
- **Incomplete applications and application without prescribed fee will not be accepted. Lack of information is likely to result in delays or refusal.**

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## Payment

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**Invoice will be emailed after application has been registered.**

<ol style="list-style-type: none"> <li>1. <b>Mail:</b> Post completed form with <b>cheque</b> to: City of Greater Dandenong PO BOX 200, Dandenong VIC 3175</li> <li>2. <b>In Person:</b> Visit a City of Greater Dandenong customer service centre and hand in the completed form.</li> <li>3. <b>Online:</b> Credit Card Payment - <b>MasterCard or Visa</b> <ul style="list-style-type: none"> <li>• Go to: <a href="http://www.greaterdandenong.com">www.greaterdandenong.com</a></li> <li>- <a href="#">Building Services</a></li> <li>- Click - <b>Pay online</b></li> <li>- Enter your <b>invoice number</b> and follow the prompts to make your payment.</li> </ul> </li> </ol>	<p><b>Submit Application to:</b></p> <p><b>Email:</b></p> <p>building.services@cgd.vic.gov.au</p>
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