

**FORM 1**

BUILDING ACT 1993

BUILDING REGULATIONS 2006

**APPLICATION FOR BUILDING PERMIT**

TO: (RELEVANT BUILDING SURVEYOR - STEPHEN FOTIA)

**APPLICANT DETAILS**

I AM MAKING THIS APPLICATION FOR A BUILDING PERMIT AS:				THE OWNER	<input type="checkbox"/>	THE AGENT	<input type="checkbox"/>
Name							
Postal Address						Postcode	
<b>Address for serving or giving documents</b>							
Postal Address						Postcode	
Indicate if the applicant is a lessee or licensee of Crown Land to which this application applies (tick if applicable) <input type="checkbox"/>							
<b>Lessee responsible for building work</b> - Indicate if a lessee of the building, of which parts are leased by different persons, is responsible for the alterations to a part of the building leased by that lessee. (tick if applicable) <input type="checkbox"/>							
Contact Person							
Telephone (BH)				Mobile			
Fax				Email			

**OWNERSHIP DETAILS**

Name							
Postal Address						Postcode	
Contact Person							
Telephone (BH)				Mobile			
Fax				Email			

**PROPERTY DETAILS**

Number		Lot/s		Street/ Road			
City/Suburb/Town				Postcode		LP/PS	
Volume		Folio		Crown Allotment		Section	
Parish				County			
Municipal District				Allotment Area (for new dwelling only) m2			
Land owned by Crown or Public Authority				<input type="checkbox"/> * tick if applicable			

**BUILDER**

Name							
Postal Address						Postcode	
Telephone (BH)				Mobile			
Fax				Email			

**BUILDING PRACTITIONERS<sup>1</sup> AND/OR ARCHITECT**

 (a) to be engaged in the building work<sup>2</sup>

Name							
Category/Class				Registration No.			
Name							
Category/Class				Registration No.			

**(b) who were engaged to prepare documents forming part of the application for the permit<sup>3</sup>**

Name			
Category/Class		Registration No.	
Name			
Category/Class		Registration No.	
Name			
Category/Class		Registration No.	

**NATURE OF BUILDING WORK\* \* tick if applicable or give other description**

Construction of a new building		Alterations to an existing building	
Demolition of a building		Removal of a Building	
Extension to an existing building		Change of use of an existing building	
Re-erection of a building		Other	

**Proposed use of Building<sup>4</sup>:**

(e.g. New Dwelling, Extension, Carport, Swimming Pool, Factory)

**OWNER BUILDER<sup>5</sup> (if applicable)**

I intend to carry out the work as an owner builder	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--

**BUILDING WORK**

Is there a contract for the <i>building work</i> ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, state the contract price	\$
If no, state the estimated cost of the <i>building work</i> (including the cost of labour and materials) and attach details of the method of estimation.	\$

**STAGE OF BUILDING WORK (if application is to permit a stage of the work)**

Extent of stage	
Cost of work for this stage	\$

In making this application the applicant/owner declares that he/she understands that –

- The terms of appointment have been read and understood. (Conditions are available upon request); and
- I have not previously appointed another Private or Municipal building surveyor to perform the functions of Relevant Building Surveyor under Section 76 of the Building Act 1993.
- There are no outstanding Building Notices or Building Orders issued to the proposed allotment.

**SIGNATURE:** ..... **DATE:** ...../...../20.....

Signature of Applicant

**PRINT NAME:** .....

**NOTES:**

**Note 1 Building Practitioner means:-**

- (a) a building surveyor, or
- (b) a building inspector, or
- (c) a quantity surveyor, or
- (d) an engineer engaged in the building industry, or
- (e) a draftsman who carries on a business of preparing plans for *building work* or preparing documentation relating to permits and permit applications; or
- (f) a builder; or
- (g) a person who erects or supervises the erection of prescribed temporary structures, or
- (h) a person responsible for a building project or any stage of a building project and who belongs to a class of people prescribed to be building practitioners, but does not include:
  - (i) an architect; or
  - (j) a person (other than a domestic builder) who does not carry on the business of building

**Note 2** Include building practitioners with continuing involvement in the *building work*.

**Note 3** Include only building practitioners with no further involvement in the *building work*.

**Note 4** The use of the building may also be subject to additional requirements under legislation such as the **Liquor Control Reform Act 1998** and the **Dangerous Goods Act 1985**.

**Note 5** If an owner builder, there are restrictions on sale of the building under section 137B of the Building Act 1993. Section 137B prohibits an owner builder from selling a building on which *domestic building work* has been carried out within 6½ years from the completion of the relevant *building work* unless they have satisfied certain requirements including obtaining compulsory insurance. The Building Commission maintains a current list of domestic insurance providers.

# TERMS OF APPOINTMENT

## Owner Authority

I, We .....  
 (Owner's First Name) (Owner's Surname)

of .....  
 (Applicant/Owner's address)

Ph:..... Fax: ..... Mobile: .....

Email:.....

**hereby appoint Stephen Fotia Registration No. BS-U 37942 to act** as the *Relevant Building Surveyor(RBS)* in respect of the following proposed *building works* -

.....  
 (Project Description)

Located at .....  
 (Project Address)

As the *owner* of the subject property I hereby acknowledge that I am fully informed of the role of the *RBS* and hereby agree to these Terms of Appointment as outlined below and the fees as quoted in the Fee Proposal.

Signed:..... Date:.....

(Signature Owner)

### **Payment Options**

**Cheques –**

Cheques are to be made out to "Fotia Group Pty Ltd"

**Direct Debit –**

**Bank:** National Australia Bank **BSB No: 083-219 Account Number: 19-908-0422**

*(Please email direct debit remittance to [stephen@fotiagroup.com.au](mailto:stephen@fotiagroup.com.au))*

## Agent Authority *(Only complete where agent has consent to act on behalf of owner)*

I, We .....  
 (Agents Name/Company Name)

of .....  
 (Applicants Address)

Ph:..... Fax: ..... Mobile: .....

Email:.....

am an agent of the owner(s) of land located at

.....  
 (Project Address)

and am duly authorised pursuant to Section 248 of the *Building Act 1993* to enter into these Terms of Appointment for and on behalf of the *owners*.

Signed:..... Date:.....

(Agent's Signature)

## TERMS OF APPOINTMENT

### 1. NATURE OF CONTRACT

The RBS shall carry out upon request by the owner or the owner's agent, and in accordance with the Building Act 1993 and Regulations, the Services in accordance with this Agreement. The owner or the owner's agent shall pay the RBS the fee and fee adjustments in accordance with this Agreement.

#### OWNERS WARRANTIES AND INDEMNITIES

The owner or the owner's agent warrants:

- a) The accuracy and completeness of all information given to the RBS;
- b) That the RBS when carrying out the Services acts with the owner or the owner's agent authority;
- c) That no other person has been appointed as RBS for the subject property.
- d) The owner or the owner's agent shall indemnify the RBS against any claims in respect of the RBS acting within authority as the owner's agent.

### 2. SERVICE OF NOTICES

A notice (and any other document) shall be deemed to have been given and received:

- a) if addressed or delivered to the relevant address in this Agreement or last communicated in writing to the person giving the notice; and
- b) on the earliest day of;
- c) actual receipt;
- d) confirmation of correct transmission of fax; or
- e) two (2) days after posting.

### 3. INFORMATION

The owner or the owner's agent shall:

- a) promptly answer any reasonable enquiries made by the RBS in connection with the Services;
- b) direct others to liaise, co-operate and confer with the RBS when necessary; and
- c) provide the RBS with all relevant information.

### 4. LEGISLATIVE REQUIREMENTS – COMPLIANCE

If a legislative requirement necessitates a change to:

- a) the owner or the owner's agent project requirements;
- b) the building works;
- c) the Services; or
- d) a fee or charge or payment of a new fee or charge; there shall be a fee adjustment.

### 5. THE RBS' REPRESENTATIVES AND KEY PERSONNEL

The RBS shall provide the Services personally or by a competent representative.

### 6. PAYMENT

The RBS shall claim payment in accordance with the fee schedule attached to this Agreement;

Each claim shall be in writing, include details for the value of Services provided together with any disbursements incurred by the RBS and may include details of other moneys then due to the RBS pursuant to the provisions of this Agreement.

The owner or the owner's agent shall pay any claim made by the RBS within 14 days of the date of the claim.

### 7. INTEREST

Interest at rate of 15% shall be due and payable by the owner or the owner's agent as from the 15<sup>th</sup> day after the claim.

### 8. TERMINATION

The termination of the RBS under this Agreement may only occur with the owner first obtaining written consent to terminate from the Building Commission pursuant to Section 81(1) of the Building Act 1993.

If this Agreement is terminated in accordance with clause 8.0, the owner shall pay to the RBS all outstanding payments owing to the RBS at the time of termination.

The RBS shall be entitled to charge additional fees for costs and disbursements arising as a consequence of the termination.

### 9. THE SERVICES

#### 9.1 Building Permit

The owner or the owner's agent may lodge an application for a building permit to be issued by the RBS.

The owner or the owner's agent in making an application for a building permit must:

- a) complete an Application for Building Permit Form 1 Annexed hereto;
- b) pay the required fee;
- c) pay the required building permit levy under the Building Act 1993;
- d) comply with the requirements of the Building Act 1993;
- e) provide all documents and information required under the Building Act 1993 and its Regulations or as requested by the RBS;
- f) comply with the conditions of any Planning Permit issued in relation to the subject property;
- g) state the contract price for the building work including the costs of labour and materials if there is a contract for the building work; or
- h) in any other case provide such sufficient information to enable the RBS to estimate the costs of the building work including the cost of labour and materials; and
- i) include any necessary report and consent of any prescribed reporting or service authority under the Building Act 1993 or any necessary permit or approval of a responsible authority under the Planning and Environment Act 1987.

#### 9.2 The RBS may:

- a) request further information from the owner or the owner's agent;
- b) issue a building permit for a stage of the building works;
- c) issue a building permit with conditions;
- d) issue a building permit without conditions; or
- e) refuse to issue a building permit.

The building permit once issued shall be forwarded to the owner or the owner's agent.

#### 9.3 If a Building Permit is refused

If an application for a building permit is refused by the RBS the owner or the owner's agent may make a further application for a building permit.

#### 9.4 Variation of Building Permit

The owner or the owner's agent may lodge an application requesting a building permit be varied and or extended by the RBS;

The application must:

- a) be in writing;
- b) include all documents required under the Building Act 1993 and the Regulations or requested by the RBS;
- c) be accompanied by the required fee as per this Agreement.

### 10. NON COMPLIANCE

If the owner or the owner's agent fails to comply with:

- a) the conditions of the building permit;
- b) any directions issued by the RBS;
- c) a section of the Building Act 1993 and the Regulations; and
- d) the RBS provides additional Services under the Building Act 1993, the Regulations or this Agreement;
- e) the owner or the owner's agent shall pay the RBS a fee adjustment in accordance with this Agreement.

### 11. INSPECTIONS

If the RBS is requested by the owner or the owner's agent to carry out an inspection of the building works, the owner or the owner's agent shall provide the RBS with not less than 24 hours notice and shall cease any works on the subject property until such time as the RBS has caused the subject property to be inspected.

The owner or the owner's agent shall pay the RBS the fee or a fee adjustment required under this Agreement for any inspections.

### 12. ADDITIONAL SERVICES

The RBS may perform additional Services in exercising its obligations under this Agreement, the Building Act 1993 and its Regulations and or any other relevant legislation including but not limited to:

- a) obtaining additional information and documents from a council and other authority;
- b) carrying out additional inspections of the subject property;
- c) reporting any matters to the Building Commission or other authority;
- d) responding to any requests for information from the Building Commission or other authority including but not limited to a council, the Building Appeals Board, and the Building Practitioners Board;
- e) issuing any notices or orders under the Building Act 1993 and the Regulations.

Upon the RBS carrying out additional Services the owner or the owner's agent shall pay the RBS the fee or a fee adjustment required under this Agreement.

### 13. OWNERS OBLIGATIONS

The owner or the owner's agent hereby acknowledges his/her/its ongoing obligations pursuant to the Building Act 1993 and the Regulations include but are not limited to:

- providing the RBS with unfettered access to the subject property;
- not obstructing the RBS in carrying out its functions;

- not provide the RBS with any information which may be misleading or deceptive;
- advising the RBS;
- of any changes in relation to the engagement of a Building Practitioner or an insured architect within 14 days of such change;
- of any change to the owner or the owner’s agent address;
- if building works cease on the subject property;
- if the subject property is transferred to a new owner; and
- ensuring the building works the subject of any building permit issued by the RBS are carried out in accordance with the building permit, directions of the RBS, the Building Act 1993 and the Regulations.

**14.0 ENTIRE AGREEMENT**

This document embodies the entire agreement between the parties and any previous or simultaneous negotiations, representations, arrangements and agreements are superseded by this Agreement. No amendment or variation shall be made to this Agreement other than in writing executed by each of the parties.

**15.0 SEVERANCE**

In the event that any condition or provision of this Agreement is held to be invalid or unenforceable for any reason whatsoever that condition or provision shall be read down to the extent necessary to give it, if possible, partial operation, but if that is not possible, the condition or provision may be severed and the remainder of this Agreement shall remain in full effect.

**16.0 DEFINITIONS**

In this Agreement—

building	includes structure, temporary building, temporary structure and any part of a building or structure;
Building Appeals Board	means the Building Appeals Board under Part 10 of the Building Act 1993;
Building Commission	means the Building Commission under Part 12 of the Building Act 1993;
Building Practitioner	has the same meaning as it has in the Building Act 1993;
Building Practitioners Board	means the Building Practitioners Board under Part 11 of the Building Act 1993;
building work	means work for or in connection with the construction, demolition or removal of a building;
certificate of consent	means a certificate of consent under Division 3A of Part 3 of the Building Act 1993;
council	means a council within the meaning of the Local Government Act 1989;
domestic building work	has the same meaning as it has in the Domestic Building Contracts Act 1995;
fee	means the fee calculated in accordance with the Fee Schedule attached hereto;
fee adjustment	means a sum to be added to or deducted from the fee;
function	includes power, authority and duty;
legislative requirements includes:	Acts, Ordinances, regulations, by-laws, orders, awards and proclamations of the jurisdiction where Services are being provided; Certificates, licences, consents permits, approvals and requirements of organisations having jurisdiction in connection with the carrying out of the Services and Fees and charges payable in connection with the foregoing;
municipal building surveyor:	means a person for the time being appointed, employed or nominated by a council as its municipal building surveyor for the purposes of this Act;
owner means:	the person who is registered or entitled to be registered as proprietor, or the persons who are registered or entitled to be registered as proprietors, of an estate in fee simple in the land; and in relation to Crown land reserved under the Crown Land (Reserves) Act 1978 and managed or controlled by a committee of management, means the Minister administering that Act; and in relation to any other Crown land, means the Minister or public authority that manages or controls the land; in relation to a building, means the owner of the land on which a building is situated;
permit	means building permit or occupancy permit;
private building surveyor	means a building surveyor registered under Part 11 of the Building Act 1993 other than—a municipal building surveyor; or an officer or employee of the Crown or a public authority; or a building surveyor authorised under section 191, 192 or 221 of the Building Act 1993— in his or her capacity as such a municipal building surveyor, officer, employee or authorised building surveyor; public authority means a body established for a public purpose by or under an Act and includes a council;
RBS	means relevant building surveyor;
Regulations	means regulations made under Part 2 of the Building Act 1993;
Relevant building surveyor:	in relation to an application to, or permit, approval, inspection, direction, notice or order issued or given by, a municipal building surveyor, means the municipal building surveyor; and in relation to an application to, or permit, approval, inspection, direction, notice or order issued or given by, a private building surveyor, means the private building surveyor; and in relation to the carrying out by the Building Commission of the functions of a municipal building surveyor or a function specified in section 199(5), means the Building Commission; and in relation to the carrying out by a building surveyor authorised under section 191, 192 or 221 of the Building Act 1993 of the functions of a municipal building surveyor, means the authorised building surveyor;
Services	means all the Services in the Fee Schedule which the RBS is or may be required to carry out and complete;
Subject property	means the land owned by the owner the subject of this Contract

# APPLYING FOR A BUILDING PERMIT?

The documentation listed below is a guide to the minimum information to be submitted with an application form, for a building permit.

*“The purpose of the checklist is to advise persons submitting the applications for a building permit of the minimum standard of documentation required and the importance that the documentation contains sufficient information and is of sufficient quality to enable assessment by the Relevant Building Surveyor (RBS) for compliance with the Building Regulations 2006, the BCA, referenced Australian Standards and other associated legislative requirements.”*

No.	SUPPORTING DOCUMENTATION	Tick
1.	<b>Building Permit Application Form. (Attached Above)</b> <ul style="list-style-type: none"> <li>The building permit application must be fully completed, dated and signed by the applicant.</li> <li>The application must clearly state all uses of buildings that require a permit. <i>i.e. new dwelling, front fence, retaining walls and in ground swimming pool.</i></li> <li>Nominate all registered practitioners details. <i>ie DB-U, EC &amp; DP-AD numbers of practitioners</i></li> <li>Nominate cost of works. <b>(Owner Builders must provide a schedule of costs for labour and materials)</b></li> <li>Nominate extent of work to be undertaken where a stage permit is being applied for.</li> </ul>	
2.	<b>Terms of Appointment Form. (Attached Above)</b>	
3.	<b>Payment of the Building Permit Fees</b> <i>.(To be paid in full upon submitting the application form)</i>	
4.	<b>Certificate of Title, Plan of subdivision (allotment plans) &amp; covenant details.</b> <i>(Not more than 100 days old)</i>	
5.	<b>Section 173 Agreement</b> , if registered of the Title	
6.	<b>Developers Consent and approved plans</b> , if applicable	
7.	<b>Storm Water Legal Point of Discharge from Council.</b> <ul style="list-style-type: none"> <li>A storm water layout plan must be provided for all developments and must clearly show the required fall, cover to pipe work, downpipe locations, size of downpipes, pits, inspection openings (IO) agricultural drains and connection to the LPD and other details necessary to show compliance.</li> </ul>	
8.	<b>Property Information Certificate from Council.</b> <i>i.e. Termite area, Flood zone etc</i>	
9.	<b>Planning Information Certificate from Council</b> <i>i.e. Planning Controls, Siting Rules, Is a planning permit required?</i>	
10.	<b>Council Consent &amp; Report from Council</b> pursuant to Part 3, 4 or 6 of the Regulations <i>(For example: Siting Dispensations, Build Over Easement Consents, Flood Consent)</i>	
11.	<b>Melbourne Water Flood Level Request</b> , where within a designated flood prone area	
12.	<b>A Bushfire Assessment Level (BAL)</b> report in accordance with AS3959-2009. If zoned by Council	
13.	<b>Council Approved Planning Permit (Conditions) and Endorsed Plans of the development.</b>	
14.	Council Approved <b>Civil and Drainage plans</b> . If required by the conditions of the Planning Permit <i>A “Certificate of Compliance - Design” is required from the Engineer who certified the drainage design.</i>	
15.	Council Approved <b>Landscape Plan(s)</b> . If required by the conditions of the Planning Permit	
16.	<b>Architectural Plans (3 x hard copies and 1 set of PDF plans)</b> <ul style="list-style-type: none"> <li><b>Site Plans</b> showing all relevant information including allotment dimensions, site levels, contour lines, easements, building setbacks, storm water and agricultural drainage system layouts and point of discharge, Site Cuts and Retention Systems, details of buildings on adjoining allotments etc. Minimum Scale 1:500.and</li> <li><b>Floor Plans</b> showing new works highlighted, fully dimensioned, finished floors levels, floor areas, use of each room, window, including open able sections and door locations, floor coverings, lighting layout, internal and external constructions dimensions and areas of rooms, air and light circulation details etc.</li> <li><b>Elevations</b> showing Floor Levels, Building Dimensions, Building and wall Heights, Construction details, window &amp; door locations, balustrade and stairway details</li> <li><b>Sectional Elevations</b>, Proper fire separation details, the need for protection work, site cut or fill details, Light &amp; Ventilation details, Sanitary Facilities etc. Including Details for determining Overlooking and Overshadowing (Highlight New Works). Appropriate termite barrier systems <i>(Not applicable to Class 10 buildings)</i>. Minimum Scale 1:100.</li> <li><b>Part 4 Siting requirements</b>, Provide information on maximum area of site coverage, maximum area of impermeable surfaces, overshadow diagrams, overlooking diagrams, setbacks and wall heights.</li> </ul> <b>**See Note 1and 2 – Explanatory Notes for further clarification on the quality of documents to be submitted.**</b>	
17.	<b>Architectural Specifications (3 x hard copies and 1 set of PDF plans)</b> <ul style="list-style-type: none"> <li>Building specifications should be fully detailed and include information specific to the project including evidence of compliance of the proposed building methods, designs, products and systems (such as certificates from approved testing authorities, CodeMark Certificates of Compliance, BRAC accreditation certificates, BPB compliance determination or evidence of compliance with the Regulations (including BCA and referenced Standards.)</li> <li>Bushfire compliance requirements – The plans must clearly detail the specific method of construction for each element of the building in respect to the relevant section of AS 3959-2009.</li> </ul>	

18.	<b>Structural Designs, Drawings and Computations</b> (4 x hard copies and 1 set of PDF plans) <ul style="list-style-type: none"> <li>Systems, building structure, Retaining Walls etc (Predominantly applicable to new dwellings/additions/brick &amp; masonry work/multi-unit developments &amp; commercial developments)</li> <li><b>Structural drawings</b> should include connections of floor and roof tie downs, floor and wall connections, roof and wall connections, beam and column locations, timber floor or slab construction details, truss to beam or top plate details, wall bracing type and location plan</li> </ul>	
19.	<b>Certificate of Compliance - Design</b> from the design Engineer in relation to the above. <ul style="list-style-type: none"> <li>Certificates of compliance must clearly describe the proposed building work covered by the Certificate, and include all the information required by the form and should be address to the RBS.</li> </ul>	
20.	<b>Soil Report</b> (4 x hard copies and 1 set of PDF)	
21.	<b>Energy Efficiency Report</b> in accordance with either the Part 3.12 of the BCA or a HERS Report from an accredited assessor along with stamped plans. (4 x hard copies and 1 set of PDF plans) <ul style="list-style-type: none"> <li><b>New dwellings - 6 Star Report</b>, Artificial Lighting Calculations &amp; Approved plans or BCA Part 3.12 Energy Efficiency DTS report</li> <li><b>Residential Additions</b> – BCA Part 3.12 Energy Efficiency DTS report and stamped plans or HERS reports showing 6 Star compliance for additions greater than 50% of the original volume of the building.</li> <li>Indicate on the plans the location of the Rainwater tank connected to all flushing systems or a Solar Hot Water system.</li> </ul>	
22.	<b>Builders Warranty Insurance Certificate</b> (Where cost exceeds \$12000 (Not applicable to Owner builders or Commercial Building Works).	
23.	<b>Owner-Builders "Certificate of Consent"</b> (Note: This certificate is only required if the cost of building works (including labour and materials) exceeds \$12000).	
24.	<b>Protection Works Notices</b> (Forms 3 & 4). For building works associated within close proximity to the adjoining property the requirement to provide protection work program will be required. Such a program should detail the method of protection to be undertaken to protect the adjoining property, the location of work to be carried out near the adjoining property, the time protection works will take place and the expected time frame for these works to be completed. Protection Work Notices must be served onto the adjoining owners as well as the RBS.	
25.	<b>Title Re-establishment Survey from a licensed land surveyor.</b> This is required where it is necessary to establish the exact location of allotment boundary line in reference to existing fences and other structures.	
26.	<b>Level Survey to Australian Height Datum (AHD).</b> This is required to determine exact FFL where the sites within a flood prone area or where it is necessary to have an accurate account of wall heights, FFL etc due to the slope and constraints of the site.	
27.	<b>A Septic Tank Permit or Permit to Alter a Septic Tank,</b> where a site is not sewered	

**Note 1 -**

The documents provided to the RBS must:

- A. Clearly document (in the plans) all calculations of the building areas, site areas, site coverage, floor areas, and building heights in order to enable the RBS to determine that compliance with Part 4 of the Regulations,
- B. In the case of the plans or drawings contain all necessary note, specifications and analysis necessary to enable the RBS to determine compliance with the Act, Regulations and the BCA in order that the building permit may be issued. Necessary notes may include notes in relation to the construction of sanitary compartments, location of smoke alarms, internal ceiling heights, balustrade details or undertake glazing calculations.
- C. Contain full details of Alternative Solution proposed in accordance with Practice Note 2012-63 – Alternative solutions – Procedures and Documentation.
- D. Contain all submissions necessary in support of the exercise of discretionary powers under regulations 608, 609, 1011.

**Note 2 –**

The RBS must not supplement or augment the application of design documents by either participating in or preparing designs or submissions or by correcting errors or by making assumptions as a consequence of poor quality documents.

**If you have any questions relating to the information referenced above or would like a checklist of documents required for a Commercial Development then please do not hesitate to contact Stephen Fotia on 0407 561 835.**