

**OWNER / DEVELOPER  
FINAL INSPECTION CHECKLIST**

<b>Application Number:</b>	
<b>Address:</b>	
<b>Contact Person:</b>	
<b>Phone contact:</b>	
<b>Email Address:</b>	
<b>Date:</b>	

**PLEASE ALLOW 14 DAYS FOR AN INSPECTION AFTER SUBMISSION OF FORMS**

To assist in assessing your development for compliance with the planning permit and endorsed plans, it is requested that you complete the following checklist.

<b>SITE SERVICES</b>		<b>Y / N / NA</b>
<b>Gas/Electricity/Water</b>	<i>Installed in correct location and screened?</i>	
<b>Air Conditioning / Heating Units</b>	<i>Installed in correct location and screened?</i>	
<b>Unit Numbering / Street Address</b>	<i>In accordance with Council policy?</i>	
<b>Footpaths &amp; Site</b>	<i>Clear of building materials &amp; tidy?</i>	
<b>Driveway(s)</b>	<i>Sealed?</i>	
<b>External or Garage Storage</b>	<i>Accessible?</i>	
<b>Rain Gardens</b>	<i>Correct location and connected?</i>	
<b>Water Tanks</b>	<i>Correct location and connected?</i>	
<b>Solar Panels</b>	<i>Installed?</i>	

<b>DEVELOPMENT COMPLIANCE</b>		<b>Y / N / NA</b>
<b>Setbacks</b>		
<b>Levels</b>		
<b>Colours and Materials</b>		
<b>Location of doors and windows</b>		
<b>Fixed Obscured Glazing / Louvers</b>	<i>Stick on film is <u>not</u> acceptable.</i>	
<b>Fences &amp; Trellis</b>	<i>Height and location as shown on endorsed plans</i>	

<b>LANDSCAPING COMPLIANCE</b>		<b>Y / N / NA</b>
<b>Planting Layout</b>		
<b>Planting Species Type</b>		
<b>Number of Canopy Trees Planted</b>		
<b>Street Trees Planted / Arranged Though Parks &amp; Gardens</b>		

<b>CIVIL WORKS</b>		<b>Y / N / NA</b>
<b>New Vehicle Crossing/s</b>	<i>Constructed in accordance with Council specifications?</i>	
<b>Redundant Crossing/s</b>	<i>Reinstated with kerb &amp; channel, footpath &amp; nature strips.</i>	
<b>Outfall Drainage</b>	<i>Constructed in accordance with approved plans &amp; Council specifications</i>	

<b>INTERNAL STORM WATER DRAINAGE, PAVING, INCLUDING OSD</b>		<b>Y / N / NA</b>
A suitably qualified engineer must certify that the design intent of the Council approved paving and drainage plans has been achieved. <b>Certification attached?</b>		

LIVABLE HOUSING COMPLIANCE (IF APPLICABLE)	Y / N / NA
<b>Access to Dwelling</b>	
A continuous accessible path of travel from the street to the dwelling entrance	
A continuous accessible path of travel from the car parking areas to step free entrance	
Direct access to the accessible path of travel described above	
A level landing area 1200mm x 1200mm exclusive of the swing of the door	
A minimum doorway width of 850mm	
The height difference between abutting surfaces must be no greater than 5mm	
The width of internal corridors must be a minimum of 1000mm	
The width of doorways must be a minimum of 850mm	
<b>Toilet, Bathroom &amp; Shower on Ground Floor</b>	
A clear 900mm x 1200mm (length) forward of the pan (exclusive of the swing door)	
A step free shower area of at least 900mm x 900mm in width and length	
A clear space in front of the shower that is 1200 x 1200mm in width and length	
<b>Bedroom:</b>	
A room on the ground floor that could be used as a bedroom that is at least 10m <sup>2</sup>	

## FURTHER INFORMATION



If you have made any changes that are not shown on the endorsed plans, you have the opportunity to apply for an amendment to seek approval for any changes.

Please note that the amendment will be assessed by a planning officer and may or may not be approved. If it is not approved, you must undertake any works required to bring the site into compliance with the planning permit and endorsed plans, in order to avoid formal enforcement action.

<https://www.banyule.vic.gov.au/Planning-building/Amend-your-planning-permit>



Section 126 of the *Planning and Environment Act 1987* provides that it is an offence to breach the provisions of a planning permit / the endorsed plans.

In the event that the development has not been completed as required by the Planning Permit, and Council has to undertake more than one inspection, an inspection fee of **\$155 per inspection** for the 2nd and any subsequent inspections will be payable, prior to that inspection being undertaken.

Failure to bring the site into compliance may result in formal enforcement action being taken.

## RETURN PAPERWORK TO SUBDIVISION OFFICER

When completed please return this form to Development Planning:

- Via SPEAR
- Via Email: [enquiries@banyule.vic.gov.au](mailto:enquiries@banyule.vic.gov.au) & [subdivisions@banyule.vic.gov.au](mailto:subdivisions@banyule.vic.gov.au)
- In person at Lvl 3, 1 Flintoff Street GREENSBOROUGH VIC 3088
- By Mail: PO Box 94 GREENSBOROUGH VIC 3088.

Upon receipt of this form, you will be contacted to arrange a suitable time for a final inspection.

# STATUTORY DECLARATION

*(To be completed at the end of the construction)*

**IN THE MATTER** of the Evidence (Miscellaneous Provisions) Act 1958  
**AND**  
**IN THE MATTER** of the Planning and Environmental Act 1987  
**AND**  
**IN THE MATTER** of Application No. P [redacted]

I [redacted] of [redacted]  
*(full name)* *(address)*

in the State of Victoria do solemnly and sincerely declare:

1. That construction works at .....  
*(including but not limited to landscaping, drainage, car parking areas & street numbering)* have been completed in accordance with the endorsed plans that form part of Planning Permit P [redacted]
2. The information in the attached Final Inspection Checklist is true and correct.
3. I acknowledge that I am liable for any future enforcement action that could be taken as a result of non-compliance with the endorsed plans of P [redacted]

**AND** I make this solemn Declaration conscientiously believing the same to be true and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for willful and corrupt perjury.

**DECLARED** at [redacted]

[redacted]

In the State of Victoria this [redacted] day of [redacted] 20 [redacted]

*(Signature of Declarant)*

Before me:  
[redacted]

*(A person authorised under Section 107A(1) of the Evidence (Miscellaneous Provisions) Act 1958 to witness the signing of a Statutory Declaration).*

**A person authorised under Section 107A(1) of the Evidence (Miscellaneous Provisions) Act 1958 to witness the signing of a Statutory Declaration**

1. Any of the following persons may witness the signing of a statutory declaration—
  - (a) a justice of the peace or a bail justice;
  - (b) a public notary;
  - (c) an Australian lawyer (within the meaning of the **Legal Profession Act 2004**);
  - (d) a clerk to an Australian lawyer;
  - (e) the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or a deputy registrar of the County Court, the principal registrar of the Magistrates' Court or a registrar or deputy registrar of the Magistrates' Court;
  - (f) the registrar of probates or an assistant registrar of probates;
  - (g) the associate to a judge of the Supreme Court or of the County Court;
  - (h) the secretary of a master of the Supreme Court or of the County Court;
  - (i) a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth;
  - (j) a member of the police force;
  - (k) the sheriff or a deputy sheriff;
  - (l) a member or former member of either House of the Parliament of Victoria;
  - (m) a member or former member of either House of the Parliament of the Commonwealth;
  - (n) a councillor of a municipality;
  - (o) a senior officer of a Council as defined in the **Local Government Act 1989**;
  - (p) a person registered under the **Health Practitioner Regulation National Law** to practise in the medical profession (other than as a student);
  - (q) a person registered under the **Health Practitioner Regulation National Law** -
    - (i) to practise in the dental profession as a dentist (other than as a student); and
    - (ii) in the dentists division of that profession;
  - (r) a veterinary practitioner;
  - (s) a person registered under the **Health Practitioner Regulation National Law** to practise in the pharmacy profession (other than as a student);
  - (t) a principal in the teaching service;
  - (u) the manager of an authorised deposit-taking institution;
  - (v) a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants;
  - (w) the secretary of a building society;
  - (x) a minister of religion authorised to celebrate marriages;
  - (y) a person employed under Part 3 of the **Public Administration Act 2004** with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification;
  - (z) a fellow of the Institute of Legal Executives (Victoria).
2. Despite anything to the contrary in any Act, a person referred to in paragraph c) or d) of sub-section (1) is not prevented from witnessing the signing of a statutory declaration only because he or she is –
  - a) acting for any of the parties to the proceeding or matter in respect of which the declaration is made; or
  - b) a clerk to a person so acting.
3. If the signing of a statutory declaration purports to have been witnessed by a person referred to in sub-section (1), all persons to whom that declaration comes must take official notice of that declaration and of the qualifications of the person referred to in that sub-section to witness that signing.

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# COMPLIANCE OF DRAINAGE AND PAVING WORKS

This form **must be completed by a suitably qualified Engineer** (*preferably the Engineer who prepared the Council approved drainage and paving plans*) who has inspected the drainage and paving for the development at the property listed below.

The Engineer must be satisfied the design intent of the Council approved paving and drainage plans has been achieved, including but not limited to;

- Stormwater drainage pit and pipe layout,
- Pit size and cover material,
- On-site stormwater detention (OSD) system, and
- Pavement grading and cross-fall.

This certification does not cover issues of build quality or integrity and does not make liable the undersigned for any issues arising from poor workmanship or otherwise.

I \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Company Name)

declare that a site inspection has been undertaken at \_\_\_\_\_  
(Development address)

and certify that paving and drainage works have been completed in accordance with the design intent of the following endorsed plans that form part of Planning Permit P \_\_\_\_\_ / \_\_\_\_\_ issued on \_\_\_\_\_

(Date)

Plan No.	Date endorsed by Council
1.	
2.	
3.	
4.	
5.	
6.	

**PLEASE NOTE**

Where drainage and paving works have not been constructed in accordance with the Council approved drainage plans, amended plans are required to be submitted for approval by Councils Engineering Department prior to the issue of a Statement of Compliance for the subdivision.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)