

DRAWING A SITE OR ALLOTMENT PLAN

BUILDING INFORMATION SHEET (2022)



What is a Site or Allotment Plan

A site or allotment plan is a drawing of the entire property on which the building work (including demolition of a building) is to be undertaken. This plan is required for every application for a Building Permit.

The plan identifies where a property is located, what the proposed building work is, and any other specific information required by the Building Surveyor to assess whether the proposal complies with the Building Act and Regulations.

Minimum Requirements

The minimum specifications for a site or allotment plan and any other documentation that is required to be submitted for a Building Permit are contained in regulations 25 and 26 of the *Building Regulations, 2018*. The regulations as well as any other Victorian legislation can be accessed at <http://www.legislation.vic.gov.au> – click on 'Legislation in Force', then 'Statutory Rules in Force', then select the *Building Regulations, 2018* from the list.

This information sheet is intended to be only a general explanation of what is expected in a typical site or allotment plan. For specific information on what level of detail or information that is required for your specific application, contact Council's Building Services Team or the Building Surveyor you have appointed to assess your Building Permit application.

Scale

Generally, a site or allotment plan must be drawn at a scale no less than 1:500. Where the property is large and if drawn at a scale of less than 1:500 would require production on a large drawing sheet size, the allotment plan can be drawn to a smaller scale for the entire allotment – i.e., 1:1000, 1:2000 and an additional partial site plan can be drawn at a scale no less than 1:500.

The scale used should be a common scale used by architects, building designers and typically utilised on commercially available scale rulers. Common scales are 1:100, 1:125, 1:200, 1:250, 1:300, 1:400, 1:500, 1:1000 and 1:2000. Graph paper at 10 mm grids can be used for a scale of 1:100 however please do not draw directly on graph paper as the drawing becomes difficult to read. When using graph paper, draw directly onto tracing paper laid over the graph paper.

What to Include on a Site or Allotment Plan

- **Allotment Boundaries**

The allotment boundaries must be noted on the drawing. The length and direction of the boundary must be indicated as it is dimensioned in the diagram that forms part of the title of the property. A dimensioned drawing that accompanied the title is often termed a *Plan of Subdivision*, a *Title Plan*, a *Lot Plan*, or a *Plan of Consolidation*. Copies of titles and title diagrams are available at www.landata.vic.gov.au.

- **Key Features**

A site plan must have the proposed building/s drawn on the land (to scale), and any existing buildings, fence locations if required. If relevant the site plan should also include features of adjoining allotments such as buildings, fences, and other features.

- **Contours**

Where the allotment slopes more than a minimal amount, contours, or an indication of the heights of excavation on the site will be required.

- **Offset Distances**

The location of buildings and features must be accurately dimensioned to at least two boundaries in order to precisely locate the feature. For example, a dimension to the north boundary and another to the east boundary.

- **Nearest Intersection**

The plan will need to nominate roads and a distance to the nearest street intersection. For example, 350 metres to the intersection of Smith and Johnston Street.

- **North Point**

A North point must be included on all plans.

- **Title Block**

The title block describes the drawing and will need to include the site address, the person who produced the drawing, the date, the proposal - i.e., the construction of a dwelling, the scale or scales used, and the sheet number if there are multiple sheets.

Sheet Sizes

The drawing must be in the A series of sheets A3, A2 and A1. A4 sheets are typically too small for a readable and detailed site plan. Typically, A3 sheets are used for domestic scale buildings.

Standard and Quality

Site plan must be usable. The drawing must be clear, easy to read and with the information presented in a logical manner. Professional quality drawings will only be accepted.

There is no prohibition on owners or builders producing their own drawings, however the drawing is required to be of sufficient quality to provide to the Building Surveyor, Building Inspector and Builder with the required information.

Hand Drawn or CAD

Hand drawn drawings or CAD (computer assisted drawings) are both acceptable for your site plan. Hand drawn drawings are required to be clear and precise with the lines being ruled and straight. Sketches are not acceptable.

If you choose to produce hand drawings, the lines and letters must be dark enough to read. Generally, pencil lines do not reproduce well enough to be legible unless the lines are produced using 2B or softer leads. Fine tipped marker pens are an ideal and economic method to produce clear and readable lines and letters.

Additional Technical Information

If more detailed information is required, the technical requirements for drafting can be found in the *Australian Standard for Technical Drawing AS 1100*, particularly *AS 1100.101 -1992, Technical Drawing Part 101: General Principals* and *AS 1100.301 – 2008, Technical Drawing Part 301 Architectural Drawings*. These standards however are very technical and are usually used by Architects and Building Designers for complex projects.

Contact Council

If you have any questions, you are welcome to contact the Council Building Services team.

Council Building Services Team:

Email: building@cgoldshire.vic.gov.au

Phone: (03) 5461 0627

Example Drawing

The example drawing below contains what is considered to be the minimum standard of information required for a site plan for the construction of a building, in this case a shed. More complex projects will require additional information. Some applications such as demolition of building may require less information in some respects but may need additional information that is required by regulation 26 of the *Building Regulations 2018*.

