

MAJOR RESIDENTIAL



CHECKLIST FOR AN APPLICATION FOR A BUILDING PERMIT

Please submit this completed checklist with your application. Applications can only be assessed if you provide all of the required information at the time of submission. Incomplete applications may be declined or returned.

Please note: a *Registered Builder* is required to construct a residence or additions the residence where the value exceeds \$20,000. An owner may apply and obtain an *Owner Builder Statutory Declaration* from the *Building Commission* for a *Single Residence* or *additions to a residence*.

Building Application Number: <i>(Office use only)</i>	
Date Received: <i>(Office use only)</i>	
House Number:	
Lot Number:	
Strata Lot:	
Street:	
Suburb:	
Property Zoning:	

Quick check		
Application form completed including fees		<input type="checkbox"/>
Value of Works (including all costs incurred & labour)		<input type="checkbox"/>
Specifications	2 copies	<input type="checkbox"/>
Site Plans	2 copies	<input type="checkbox"/>
Floor Plans	2 copies	<input type="checkbox"/>
Elevations	2 copies	<input type="checkbox"/>
Cross Sections	2 copies	<input type="checkbox"/>
Engineer's Details	2 copies	<input type="checkbox"/>
Engineer's site classification and inspection report	2 copies	<input type="checkbox"/>
Application for the Installation of an Effluent Disposal System	1 copy	<input type="checkbox"/>
6 Star Energy and Water Efficiency	2 copies	<input type="checkbox"/>
Home Indemnity Insurance	1 copy	<input type="checkbox"/>
Termite Treatment details	2 copies	<input type="checkbox"/>
Planning or Codes Approval Applications	1 copy	<input type="checkbox"/>
Finish of boundary wall (colour, joints etc. if applicable).	Details	<input type="checkbox"/>

Specific details required relating to the above list, are detailed overleaf.



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Finalisation of Form and payment of fees

Completed as required and signed by the Builder or Builder's representative.

Statutory fees paid:

- A minimum fee of \$90 or 0.32% (uncertified) of the value of the works exclusive of GST
- A minimum fee of \$90 or 0.19% (certified) of the value of the works exclusive of GST
- Building Services (BSL) Levy - \$40.50 per application (0.09% if value > \$45000)

Construction Training Fund (CTF) -The fee is calculated at 0.2% of the estimated value including GST where the estimated value is greater than \$20,000

Infrastructure Bond: *Single road frontage* - \$1000 refundable bond

Two road frontages (corner lot) - \$1200 refundable bond

Administration fee - \$104.50 (non-refundable).

Details for plans and other documentation to be submitted

Standard specifications (2 copies) applicable to the type of construction.

Site Plan (2 Copies) at a scale of 1:100 or 1:200 or 1:500

Plans depict but not limited to:

Lot boundaries; Site dimensions; Proposed residence and any existing structures; Building set back dimensions from lot boundaries; Street name/s; North point; Position of any easements, (if applicable); Contours and finished floor levels; Stormwater connection point and/or soakwell locations; Proposed retaining walls including top & bottom of wall levels; Vehicle crossover; Verge and street tree details; and Location of effluent disposal system e.g. septic tanks and leach drains if applicable.

*Unit Developments Only –

- * Detailed stormwater disposal system
- * Car parking bays
- * Rubbish & recycling bin collection area
- * Landscape plans (*contact Engineering Services on 9257 9942 for plant species endemic to the Shire*)

Floor Plans (2 copies) at a scale of 1:50 or 1:100 or 1:200

Plans depict full floor and room layout of each storey and are to include but not limited to:

Wall dimensions; Window/door dimensions; Roof line; Roof drainage; All sanitary fixtures and fittings; and Smoke alarm locations

Elevations (2 copies) at a scale of 1 :50 or 1:100

Plans depict the external appearance of the residence and include:

Window/door dimensions; Roof pitch; Ceiling height; Eave height; and Natural ground levels

Sectional Elevations (2 copies) at a scale of 1:20 or 1:50 or 1:100

Plans are to depict but not limited to the following:

Footing/slab details; Wall construction details; Eave height; Ceiling height; Roof structural details; Termite treatment details.

Structural Engineer's Certification: (2 copies) at a scale of 1 :50 or 1:100

- Footings and floor slab/s;
- Footings to piers / posts;
- Retaining walls;
- Stair / Balustrade details;
- Strutting / perimeter beams; and
- Roof tie down;
- Columns;
- Reinforced brickwork;
- Unsupported walls >9m long;
- Any other structural components

Site inspection report and soil classification (2 copies)

undertaken by Certifying Engineering Company.



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Other Documentation

- 6 Star Energy and Water Efficiency check list completed and signed or
- 1st Rate Assessment Form including the Water and Lighting assessment
- Home Indemnity Insurance
- Owner Builder's Statutory Declaration

Non – Sewered Areas

- Application to Construct or Install an Apparatus for the Treatment of Sewage. Completed application form including name and address of the owner and applicant. Note the applicant must sign the form.
- Application Fee: \$226 (\$113 Application fee + \$113 Inspection Fee)
(If required: application to include a cheque for \$35 made payable to the Dept of Health for their Report)
- 2 copies of floor plans for each storey of the residence
- 2 copies of Site plans that show: All buildings, proposed and existing; lot boundaries; contours, FFL of the building proposed system to be installed; preferred system location; location of any water bodies including wells and bores; & easements, soakwells and subsoil drains
- Details of any memorials on Title; eg requirement for an ATU, or effluent disposal envelopes.
- ATU applications require a maintenance agreement.

Residential Design Codes Variations (R Codes)

- Application for Codes Approval form is required for a variation to the RD Codes. E.g. reduced building setbacks. Minimum application fee \$139.
- Neighbour comment will be sought by the Shire.
- Finish of a wall less than 900mm from the side boundary (**No** application fee applicable).
- Justification Statement (page 2 of the Application for Codes Approval form), supporting the proposed variation to the R Codes and addressing the relevant performance criteria.

Application to Commence Development – Schedule 6

- Required for any development/building work within a Special Rural Zone, Rural Conservation, Rural Composite, Mixed Use Zones, and Water Catchments Area.
- Required for any dispensation within land zoned other than Residential or Urban Development.
- Minimum application fee - \$139
- Letter in support of any application for dispensation.

NOTE: This document is a guide only to the information that is required to be submitted for most residential Building Licence Applications including those in no-sewered areas. Additional and specific information may be requested upon assessment of your application

DECLARATION BY APPLICANT

I have read the Checklist and provide documentation required for this application. I acknowledge that applications can only be assessed if I provide all of the required information at the time of submission. Incomplete applications may be declined or returned.

Please print name:..... Signed:.....Date:.....

Office Use only: CSO Checked Signed _____ Date: _____