



Shire of Jerramungup

Building Application Checklist

For Houses, Outbuildings, Garages, Carports, Patios, Pergolas, Sheds, Retaining Walls etc.

Document	Description	Yes	N/A
Planning Approval	Does the proposed development require planning approval? <i>(Please check with the development team early in the development process)</i>	<input type="checkbox"/>	<input type="checkbox"/>
BA2 Application Form (uncertified)*	Has the application form been completed and signed by applicant, owner and builder?	<input type="checkbox"/>	<input type="checkbox"/>
BA1 Application Form (certified)*	Has the application form been completed and signed by applicant, owner and builder?	<input type="checkbox"/>	<input type="checkbox"/>
BA20 Notice and request for consent*	If the work is encroaching on or adversely affecting the neighbours' property, this consent form must be submitted, signed by the neighbour.	<input type="checkbox"/>	<input type="checkbox"/>
Septic System Application Form	If the development requires an effluent disposal system and is not connected to the deep sewer system.	<input type="checkbox"/>	<input type="checkbox"/>
Rural Street Number Application*	Does the property you are developing need to be assigned with a rural street address? <i>(Please check with the development team early in the development process)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Title	Has a copy of the Certificate of Title been provided? <i>If the applicant does not have a copy of the title, the Shire can obtain a copy for a fee.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Bushfire Attack Level (BAL) Assessment*	Has a BAL assessment report been provided where proposed development is in a declared bushfire prone area?	<input type="checkbox"/>	<input type="checkbox"/>
Builders' Registration Number	Has the builder provided his Builders Registration Number <i>where the value of development is greater than \$20,000?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Home Indemnity Insurance	Where the value of development is greater than \$20,000, has a copy of the home indemnity insurance policy been provided? <i>(Owner Builders are exempt from this requirement)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Owner Builder Registration*	Where the value of development is greater than \$20,000 and the builder is not a registered builder, has a copy of the owner builder certificate and the registration number been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Energy Efficiency Report	For habitable developments, has a 6 star energy efficiency report including stamped plans been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Fees	On acceptance of the building permit application, the Shire will issue you with an invoice for all building permit application related fees and charges. Please process the payment of the fees according to the invoice. <i>(Information on current fees and charges can be obtained from the Shire's fee schedule or by asking the development team.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Bonds *	For verge and transported buildings as required and stated on your invoice. <i>(Please refer to the Glossary on the last page)</i>	<input type="checkbox"/>	<input type="checkbox"/>

Document	Description	Yes	N/A
Site Plan at min. scale of 1:200	Has a site plan been provided showing:	<input type="checkbox"/>	<input type="checkbox"/>
	The size, shape and position of the block, Lot number and north point	<input type="checkbox"/>	<input type="checkbox"/>
	Boundaries and contours OR spot levels relating to Finished Floor Level (FFL)	<input type="checkbox"/>	<input type="checkbox"/>
	Datum Point, Proposed FFLs and Finished Ground Level (FGL)	<input type="checkbox"/>	<input type="checkbox"/>
	Location and dimension of existing structures AND proposed works with setbacks	<input type="checkbox"/>	<input type="checkbox"/>
	Extend of earthworks and retaining walls	<input type="checkbox"/>	<input type="checkbox"/>
	Location of existing or proposed septic tanks and leach drains	<input type="checkbox"/>	<input type="checkbox"/>
	Location and method of proposed storm water retention/disposal	<input type="checkbox"/>	<input type="checkbox"/>
	Proposed vehicle access and crossover	<input type="checkbox"/>	<input type="checkbox"/>
	Location of services and easements	<input type="checkbox"/>	<input type="checkbox"/>
	Location and plumbing of rainwater tank*	<input type="checkbox"/>	<input type="checkbox"/>
	For swimming pools: isolation fencing and gate opening away from pool	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan at min scale of 1:100	Has a floor plan been provided showing:	<input type="checkbox"/>	<input type="checkbox"/>
	room sizes, names of rooms and numbered windows/doors, their sizes, types and direction of openings	<input type="checkbox"/>	<input type="checkbox"/>
Electrical plan	Has an electrical plan been provided showing lighting, smoke alarms and exhaust fences	<input type="checkbox"/>	<input type="checkbox"/>
Elevations at min scale of 1:100	Have elevation drawings been provided showing:	<input type="checkbox"/>	<input type="checkbox"/>
	Natural Ground Level (NGL), FFL and FGL	<input type="checkbox"/>	<input type="checkbox"/>
	Ridge height and pitch, ceiling height, retaining wall heights, openings numbered	<input type="checkbox"/>	<input type="checkbox"/>
Cross Sections at min scale 1:50	Have detail cross sections been provided showing:	<input type="checkbox"/>	<input type="checkbox"/>
	Footings, slabs, walls, eaves, roof, insulation (method of termite treatment if required)	<input type="checkbox"/>	<input type="checkbox"/>
Structural Engineered Certification	Have the following documents been certified by a structural engineer and provided:	<input type="checkbox"/>	<input type="checkbox"/>
	Site class report (including soil and wind classification)	<input type="checkbox"/>	<input type="checkbox"/>
	Details for footings/slab (dimensions, steel reinforcement etc.)	<input type="checkbox"/>	<input type="checkbox"/>
	Walls and roof structure and bracing	<input type="checkbox"/>	<input type="checkbox"/>
	Pine roof trusses and steel trusses with spans over 6000mm (for sheds and patios)	<input type="checkbox"/>	<input type="checkbox"/>
	Retaining walls over 750mm in height	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION BY APPLICANT

I have read the above checklist and provided documentation for this application in accordance with the specified requirements. I understand that failure on my part to provide all the required information may delay the processing of my application or result in the Shire not proceeding to process my application until the required information is provided in full.

Applicant's Name: _____

Signature: _____ Date: _____

Glossary

B

BA1 Application Form (certified).....1

You can submit a BA1 application form if you had your proposed building/structure assessed by a private building surveyor and have been issued with a Certificate of Design Compliance (CDC). Your BA1 application form must be accompanied by the CDC and all documents referenced in the CDC when submitting your application for a building permit to the Shire.

BA2 Application Form (uncertified)1

You may submit a BA2 application form when you wish to have your building/structure assessed by the Shire's building surveyor. If, after thorough assessment, the building surveyor is satisfied that the proposed development complies with all relevant building legislation, they will issue a Certificate of Design Compliance to you together with the building permit.

BA20 Notice and request for consent.....1

If the proposed building/structure (or any works involved with its construction) is likely to adversely affect land beyond your boundaries, a consent form or court order must accompany the application. The Planning Officer will advise you during the planning application stage if you are required to obtain the consent of adjoining landowners.

Bonds2

Verge bond:

When applying for a building permit for any development over \$20,000, the Shire requires you to pay a verge bond of \$2,000. This fee covers any potential damage to the verge, including the soil stability, kerbing and the footpath.

The bond will be returned as appropriate once the builder has notified the Shire of the completion of the project and a verge inspection has been carried out.

Second hand transported building bond

In addition to the verge bond, the Shire requires a \$10,000 bond for second hand transported buildings. The bond will be returned once the builder has notified the Shire of the completion of the project an inspection has been carried out and the development department is satisfied that the agreed on upgrades to the second hand building (as set out in the planning approval conditions) have been met.

Bushfire Attack Level (BAL) Assessment 1

Since the 8th April 2016 all building permit applications for developments within areas that have been declared as "bushfire prone" by the State Government must be accompanied by a BAL Assessment report. The BAL Assessment must be conducted by a certified BAL Assessor. The report will state a BAL rating for the property and any development on that property must comply with the requirements for that BAL rating as outlined in the Australian Standard AS3959.

Some areas of the Shire have already been assessed and the results have been provided in form of a BAL Contour Plan. If your property is covered under the BAL Contour Plan, you may accept the provided BAL rating and apply the rating to your proposed design. Alternatively, you may engage a certified BAL Assessor to provide you with an independent BAL Assessment and report.

To find out if your property lies within a designated bushfire prone area and whether or not it is covered by a BAL Contour Plan, please contact the Shire's Development team.

O

Owner Builder Registration.....1

Before a person can apply for a building permit for construction works on their own land that exceed the value of \$20,000, they must apply for approval from the Building Service Board at the Western Australian Building Commission.

Onn successful application, the person will be issued with an owner-builder certificate and a registration number. These must be provided to the Shire when applying for a building permit.

For further information on owner builders and how to apply for the registration, please contact the Building Commission on 1300 489 099 or visit their website <https://www.commerce.wa.gov.au/building-commission>

R

Rainwater tank.....2

The Shire's Local Planning Policy No 17 "Water Conservation" requires all new residential developments (including additions with toilets and/or laundry) to:

- Provide a rain water tank (min. of 4500 litres in size; and
- Have the rainwater tank plumbed into at least the toilet and/or laundry's cold water outlets

Rural Street Number Application 1

If your property is located outside the official townsite boudaries, you are required to apply for a rural street address. On successful application, the Shire will install a green sign with your individual street number at the intersection of your driveway and the adjoining road.

If you wish to find out whether you are required to apply for a rural street address, please contact the Shire's Development Team.