



Building Licence Application Form

Local Government (Miscellaneous Provisions) Act 1960, section 374.
Building Regulations 1989, reg. 10(2)

BUILDING SITE ADDRESS

Lot No: _____ House No: _____ Street: _____
Suburb: _____ Post Code: _____

ARE THERE ANY EASEMENTS OR RESTRICTIONS ON THIS PROPERTY

NO YES (Please Specify) _____

Area of Building _____ m² No. of Stories _____ Value of construction works or contract value (inc.GST) \$ _____

PLEASE INDICATE THE TYPE OF BUILDING OR STRUCTURE PROPOSED:

- | | | | |
|--|--------------------------------------|---|--|
| <input type="checkbox"/> Dwelling | <input type="checkbox"/> Carport | <input type="checkbox"/> Retaining Wall | COMMERCIAL Cl. 2-9 |
| <input type="checkbox"/> Grouped Dwellings (____units) | <input type="checkbox"/> Garage/Shed | <input type="checkbox"/> Outbuilding | <input type="checkbox"/> Warehouse/Factory |
| <input type="checkbox"/> Multiple Dwellings | <input type="checkbox"/> Patio | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Office/Shop |
| <input type="checkbox"/> Additions | <input type="checkbox"/> Pergola | <input type="checkbox"/> Spa | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Transportable/Relocated | <input type="checkbox"/> Shop | <input type="checkbox"/> Other (Please specify) _____ | <input type="checkbox"/> Residential |
| | | | <input type="checkbox"/> Other |

PLEASE INDICATE THE TYPE OF MATERIALS TO BE USED:

ROOF

- Tiles
 Steel Sheetting - Colourbond
 Steel Sheetting - Zinalume
 Other _____

FLOOR

- Timber
 Concrete
 Other _____

WALLS

- Double Brick
 Steel
 Timber
 Other _____

OWNERS NAME _____ Phone No. _____

Address _____ Post Code _____

Mobile _____ Email _____

IF builders details are "To Be Advised" please tick

BUILDER'S NAME _____ Reg. No. _____

Address _____ Post Code _____

Phone No. _____ Mobile No. _____

Signature _____ Email _____

Your declaration: I apply for a Building Licence for the building work described in this application. I declare that all the information given is true and correct. I also understand that if incomplete, the application may be delayed or rejected. Please use the attached checklist.

Applicant's Name _____ Phone No. _____

Address _____ Post Code _____

Mobile _____ Email _____

Signature _____ Date _____

BUILDING LICENCE APPLICATION CHECKLIST

PLEASE COMPLETE THIS CHECKLIST AND ATTACH TO YOUR APPLICATION FORM ON LODGEMENT

SAMPLE PLANS are available on our website. For further information contact Building Services on (08) 97805214.

YES	NO	N/A	Note: COMMERCIAL APPLICATIONS. REFER to the checklist on our website for details for commercial developments
			<ul style="list-style-type: none"> ▪ PLANS – TWO COPIES OF THE FOLLOWING DRAWN TO SCALE: (Preferred format – A3 drawings)
			<ul style="list-style-type: none"> ▪ Please provide TWO COPIES of all plans (preferably to scale not less than 1:500 for site plan and 1:100 for building detail drawings). (Preferred format – A3 drawings)
			<ul style="list-style-type: none"> ▪ SITE PLAN. 1:200 Showing lot details, north point, clear dimensions, any trees, existing buildings, drainage, parking and proposed building works. Show finished & existing levels (spot heights & contours), <u>floor levels</u>, drainage direction; Water Corporation stamp of approval. (<i>Large lots may also require a locality plan</i>), Septic/leach layout.
			<ul style="list-style-type: none"> ▪ FLOOR PLAN. 1:100 Showing layout/use of building(s), all storeys, north point, construction materials, room function, window/door openings (numbered), finished & natural ground levels; electrical fixtures - smoke alarms & ceiling fans etc.
			<ul style="list-style-type: none"> ▪ ELEVATION PLANS. 1:100 Showing <u>All</u> elevations of all proposed buildings showing style, materials, window & door openings – (numbered); ground, floor & ceiling levels.
			<ul style="list-style-type: none"> ▪ SECTION PLAN. 1:50 Showing constructions details & materials; insulation for the Building Code of Australia Energy Efficient requirements.
			<ul style="list-style-type: none"> ▪ STRUCTURAL ENGINEERS CERTIFICATION (ORIGINAL). Site classification report; details of any footings/framing/connections & <u>Roof Construction Details</u> showing truss layout, holding down etc.
			<ul style="list-style-type: none"> ▪ ENERGY EFFICIENCY Refer to information sheet on the website. Checklist with Glazing calculations, or HERS certificate, to be submitted. Small additions exempt.
			<ul style="list-style-type: none"> ▪ SPECIFICATIONS. Description of floor, roof, wall materials and internal finishes, falls to wet areas etc. Method of construction - NOT addenda.
			<ul style="list-style-type: none"> ▪ BUSH FIRE PROTECTION Guidelines available www.planning.wa.gov.au Some areas may require construction as per AS3959 – 2009. For further information refer to INFORMATION SHEET on councils web page.
			OTHER REQUIREMENTS:
			<ul style="list-style-type: none"> ▪ HOME INDEMNITY INSURANCE. All residential works valued at > \$20,000 by a registered builder.
			<ul style="list-style-type: none"> ▪ OWNER BUILDER STATUTORY DECLARATION. Submitted and paid directly to the Builders Registration Board of WA (08 9476 1200; www.buildingcommission.wa.gov.au) for residential works > \$20,000 by the owner.
			<ul style="list-style-type: none"> ▪ BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND works > \$20,000.00. www.bcif.org to download application form
			<ul style="list-style-type: none"> ▪ SEPTIC SYSTEM. A separate application form, including fees to be submitted with this application
			<ul style="list-style-type: none"> ▪ WATER CORPORATION APPROVAL Stamp of approval on the site plan for sewer/water corporation. Check easement details with Water Corp. 131395
			POOLS: <ul style="list-style-type: none"> ▪ For <u>private swimming pool</u> applications please ensure existing and new fencing is indicated and information provided as to dimensions/materials, structural drawings & the method of discharge of pool backwash. (Backwash water is to be retained on the Lot)

Building Licence Application Fees:

Applications not accompanied by fees will not be processed. **INCOMPLETE APPLICATIONS WILL BE RETURNED**

Residential – Class 1 and 10	Fee = Total Cost (contract incl. GST) ÷ 1.1 x 0.35%.	Minimum Fee \$85
Commercial – Class 2 -9	Fee = Total Cost (contract incl. GST) ÷ 1.1 x 0.2%.	Minimum Fee \$85
Builders Registration Board Fee: \$41.50 (Applicable on all applications)		
BCITF ALL works more than \$20 000 Fee = Total Cost (contract incl. GST) x 0.2%.		

Amendments to existing existing current approvals will attract a minimum \$85.00 fee (2 copies)

Applications containing insufficient information significantly increase processing times and delay all applications. **Priority is given to processing complete applications.**

If you require further information please contact the Building Team on 9780 5214.