



## **FAST TRACK BUILDING APPROVAL CHECKLIST**

### **APPLICATION FOR BUILDING PERMIT**

1. Every builder intending to construct a building or alter, add to, repair, or underpin, demolish, or remove an existing building shall before commencing:-
  - 1.1 that construction, alteration, addition, repair or underpinning, demolition, or removal; or
  - 1.2 any earthworks necessary for, or incidental to, that construction, alteration, addition, repair or underpinning, demolition, or removal.

Make written application to the Council for a permit to commence that work.

2. Form and Lodging of Application.

Applications made under Part 2 Division 1 of the Building Act 2011 shall be lodged at the office of the Building Surveyor.

## **PERMIT APPLICATION CHECKLIST**

1. **TOWN PLANNING CONSENT** **YES/NO**

Note: Planning consent is generally not required in single residential zones, unless it is a relocated building, a building of unusual design or the proposal is in conflict with the requirements of the Residential Design

Codes of WA (2008), the Shire's various Local Planning Schemes or Local Planning Policies. (Pro Forma Statement on Planning)

**2. WORK AFFECTING ADJOINING LAND PRO FORMA YES/NO**

If construction/building work on the proposed building will or may have an adverse affect on adjoin land written consent from the owners of the affected land must be provided or a Statement on Work Affecting Other Land is to be completed in full and submitted with the application.

**3. WATER CORPORATION YES/NO**

If the property is being serviced by Water Corporation with water mains or sewers then the applicant must supply a copy of the Council approved plans to Water Corporation for their approval of the proposed works.

**4. BUILDING CONSTRUCTION INDUSTRY TRAIING FUND YES/NO**

The BCITF or CTF levy payment form must be completed in full and signed by the builder or the owner if the value of the works exceeds \$20,000; the fee is calculated on 0.2% of the value of the works.

**5. BUSHFIRE ATTACK LEVEL (BAL) YES/NO**

If the property is located in an area that is identified as a "bushfire prone area" you are required to provide a Bushfire Attack Level assessment by a building surveyor or another building professional, trained and accredited to provide BAL assessments.

**6. PLANS AND SPECIFICATIONS YES/NO**

Applicant to supply a minimum of **two copies** of all plans and specifications in ink, **pencil drawings will not be accepted**. Plans must be drawn to a draftsperson standard. A3 size paper. Hand drawn plans will generally not be accepted. Two complete sets of specifications relevant to the type of construction proposed.

**7. SITE PLAN YES/NO**

The following information must be given:-

- 6.1 A current fully dimensioned Contour and Feature Survey Diagram (must be certified by a Licensed Land Surveyor)
- 6.2 Scale 1:200, must show full block with dimensions
- 6.3 Location of proposed building(s) with dimensions and distances to boundaries
- 6.4 Any existing buildings (shaded or coloured)
- 6.5 Spot levels and finished floor level (FFL) if the site is flat
- 6.6 Contour lines are required for sloping sites
- 6.7 Extend of any cut, fill and batters

- 6.8 Location of driveway and gradient (max, 1:4)
- 6.9 Retaining Walls, location, type, and max height
- 6.10 Covered and/or uncovered car parking spaces on site
- 6.11 Location of swimming pool, including fences and gates and pump motor
- 6.12 Location of septic tanks, leach drains, water storage tanks
- 6.13 Location of trees on site indicating those which remain and those which are to be removed
- 6.14 The location of any easement and depth of services (Water, Sewer, Electricity, and Telephone)
- 6.15 Property description; street name, lot number, north point

**7. FLOOR PLAN YES/NO**

The following information must be provided for each floor:

- 7.1 Room layout with nominal functions eg bedroom
- 7.2 Dimensions
  - 4.2.1 Overall
  - 4.2.2 Internal Dimensions
  - 4.2.3 Wall Thickness
- 7.3 Windows and doors with sizes or reference numbers if schedule is provided.
- 7.4 Location of cross section
- 7.5 Roof
  - 4.5.1 Layout (on floor plan or separate plan)
  - 4.5.2 Ridges, hips valleys, verandahs, and overhang (shown as a dashed line)
  - 4.5.3 Pergolas and patios
  - 4.5.4 Skylights
- 7.6 Ceilings
  - 4.6.1 Cathedral or raked ceilings
  - 4.6.2 Lower ceiling area
  - 4.6.3 Bulkheads
- 7.7 Floors
  - 4.7.1 Sunken areas and floor levels
  - 4.7.2 Falls and Gradients (Including all wet areas)
  - 4.7.3 Smoke detector locations
  - 4.7.4 Ridge, valley. Eaves line and downpipe locations
- 7.8 Stairs, Ramps, Balconies and Balustrade
  - 4.8.1 Directions up/down
  - 4.8.2 Widths
  - 4.8.3 Materials
  - 4.8.4 Riser and Tread Dimensions
  - 4.8.5 Winding Stair Details
  - 4.8.6 Fixing details
- 7.9 Location of
  - 4.9.1 Verandah posts
  - 4.9.2 Built-in furniture (kitchen, robes, etc)
  - 4.9.3 Plumbing fixtures and floor wastes

- 4.9.4 Electrical fixtures (ceiling fans, power points, lights, etc)
- 4.9.5 Hot Water System
- 4.9.6 Meter Box
- 4.9.7 Gas Cylinders
- 4.9.8 External Taps
- 7.10 External paved areas.

**8. SECTIONAL ELEVATIONS YES/NO**

The following information must be provided:

- 8.1 Ground Levels
  - 5.1.1 Natural
  - 5.1.2 Finished
- 8.2 Floor levels (relative to finished ground level)
- 8.3 Ceiling heights
- 8.4 Clearance to underside of timber floors
- 8.5 Extent of walls with required FRL.

**9. ELEVATIONS YES/NO**

The following information must be provided:

- 9.1 Elevations of all sides of new work.
- 9.2 Ground Levels
  - 6.2.1 Natural (line at boundary)
  - 6.2.2 Finished (line adjacent to building)
- 9.3 Floor levels (relative to ground levels)
- 9.4 Ceiling heights
- 9.5 Height of roof to natural ground
- 9.6 Roof pitch
- 9.7 Eaves overhang (dimensioned)
- 9.8 Doors and windows (including door and window head height)
- 9.9 Stairs, balconies, ramps, balconies, handrails, and balustrade

**10. WALL FRAMING YES/NO**

Plans must indicate wall framing materials including grade and type, show wind bracing, tie down/anchorage and fixing details and, where required by the Building Surveyor, must be certified by a practicing structural engineer. Reference must be made on plan to the appropriate wind region and terrain category it is designed for.

**11. ROOF FRAMING/TRUSSES YES/NO**

Plans must indicate roof framing materials including grade and type, show wind bracing, **tie down/anchorage and fixing details** including size and fixing method of roofing battens, strutting beam layout showing sizes of spans and source information, the type of roofing cladding used and fixing details to battens/purlins unless these details are shown separately in section details. When using roof trusses structural and

design certification by manufacturer's engineer is required. Reference must be made to the appropriate wind region and terrain category the trusses are designed for. (BCA 3.10.1 and AS 4055)

**12. SLAB AND FOOTING DETAILS YES/NO**

Note: Footing and slab must be engineer designed and certified (AS 2870); with original signature in ink on plan (photocopied signatures are not acceptable).

- 12.1 Appropriate site soil classification for the footing and slab designs and certification;
- 12.2 Concrete specifications;
- 12.3 Footing and slab dimensions;
- 12.4 Reinforcement size;
- 12.5 Waterproof membrane details and location;
- 12.6 Steel sizes and or all structural timber sizes as appropriate.

**13 ENERGY EFFICIENCY YES/NO**

Provide certification of Energy Efficiency compliance with the requirements of Part 3.12 of the BCA, including 6 Star Plus Rating compliance.

**14 TERMITE MANAGEMENT YES/NO**

Provide details of proposed termite management.

**15 ENGINEERING CERTIFICATION YES/NO**

Certificate of Structural Integrity and Sufficiency for the proposed building, certification to include wind bracing, roof and wall framing tie downs and/or anchorage system, footing and slab details for the soil classification, wind region and terrain category of the site of the proposed structure. Structural beam certification by a structural engineer. All engineering drawings and specifications must identify the property that the proposed structure is to be constructed/built/placed on.

**16 HOME INDEMNITY INSURANCE CERTIFICATE YES/NO**

If the proposed works are valued over \$20,000 and the works are being carried out by a registered builder an original copy of the Home Indemnity Insurance Certificate from an approved insurer must be provided. Owner/builders have special conditions regarding Home Indemnity Insurance which are identified on the owner/builder statutory declaration.

**17 OWNER BUILDER REGISTRATION CERTIFICATE YES/NO**

For construction of any structure over \$20,000 and work not being carried out by a Registered Builder you are required to provide an original copy of the Certificate of Registration as an Owner Builder.

**18 FEES PAYABLE YES/NO**

- 18.1 Building Permit Application Fee (Min fee \$110.00) is calculated on the value of the construction (Inc GST) x 0.32% = \$\_\_\_\_\_
- 18.2 Building Construction Industry Training Fund (BCITF) Levy is paid if the construction exceeds \$20,000 and is calculated on the value of the construction (Inc GST) x 0.2% = \$\_\_\_\_\_
- 18.3 Builders Commission Services Levy (BRB) = \$61.65 if value of the works is under \$45,000, over \$45,000 the levy is 0.137% of the value of the works.
- 18.4 Kerbing or other bonds that may be deemed necessary by the building surveyor.
- 18.5 Application to Construct or Install an Apparatus for Effluent Disposal (Septic Tank or other approved apparatus) = \$236.00.

**19 RETAINING WALLS YES/NO**

Plans and specifications, including cross-sections, of materials to be used and construction details, if walls are over 500mm in height, on the lot boundary or may affect a building on the existing site or an adjoining site, Structural Engineering Certification will be required. Plans to indicate existing and proposed ground levels and indicate provision of drainage and any surcharge or superimposed loads.

**20 EFFLUENT DISPOSAL YES/NO**

Where Water Corporation Sewer is not provided or available, an application to construct or install a system for the treatment of sewage (septic tank and leach drains) must be submitted and approved by Council's Environmental Health Officer. A fee of \$236.00 is applicable.

**21 WINDOW CERTIFICATION YES/NO**

Certification from the manufacturer or supplier of the external window and door frames and glazing to be used in the construction of the proposed building to be provided, certifying compliance with Section 8.3 of AS 2047, which will clearly indicate the site address of the proposed building and the Wind Region.

**22 BUILDING PERMIT APPLICATION FORM/ENVELOPE YES/NO**

Complete all details on the Application for a Building Permit form/envelope, including value of works and signature.

**23 VALUE OF WORKS YES/NO**

Value of works is to include GST and must reflect the true market value for the works inclusive of labour, materials, services, fees payable, overheads and profit margin.

**24 SCHEDULES YES/NO**

If no separate specification is submitted all schedules can be shown on plans and/or drawings.

**25 DENSITY AND SETBACK REQUIREMENTS**

25.1 **Density:** Dependent upon the zoning and density of the property, a site must have a certain percentage of open space on the site, not covered by buildings. The table below indicates the percentage of open space required, based on the zoning and density of the property:

R-Code	Minimum Total % of Open Site
R2	80
R2.5	80
R5	70
R10	60
R12.5	55
R15	50
R17.5	50
R20	50
R25	50
R30	45
R35	45
R40	45
R50	40
R60	40
R80	30

25.2 **Setbacks:** The setbacks from a dwelling to a boundary of a property are also determined by the zoning and density of the property in question. The following table should assist in determining the setbacks applicable to your property (See important notes, over).

R-Code	Primary Street Setback (metres)	Second Street Setback (metres)	Rear Boundary Setback (metres)	Other Boundary Setback (metres)
R2	20	10	10	10
R2.5	15	7.5	7.5	7.5
R5	12	6	6	*
R10	7.5	3	6	*
R12.5	7.5	2	6	*
R15	6	1.5	6	*
R17.5	6	1.5	*	*

R20	6	1.5	*	*
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R-Code	Primary Street Setback (metres)	Second Street Setback (metres)	Rear Boundary Setback (metres)	Other Boundary Setback (metres)
R25	6	1.5	*	*
R30	4	1.5	*	*
R35	4	1.5	*	*
R40	4	1.0	*	*
R50	2	1.0	*	*
R60	2	1.0	*	*
R80	1	1.0	*	*

**\* Refer to table below for setbacks**

The setbacks indicated by a \* are detailed in the table below. In general, the setbacks relate to the height of the wall, the length of the wall and whether there are any major openings in the wall. For simplicity, the following table only includes walls up to 3.5 metres in height. For walls greater than this height, please discuss with the Shire of Northampton planner.

Length of Wall	Minimum Setback
9 metres or less with <b>no</b> major openings	1 metre
9 metres or less with major openings	1.5 metres
More than 9 metres	1.5 metres

**Important Notes**

- *The Primary street setback may be reduced by 50%, subject to the prescribed setback being averaged;*
- *The side setbacks may be reduced in certain circumstances. Please contact Council's Planning Service for more information, if you choose to reduce the above side boundary setbacks;*
- *Major openings are defined as an exterior window or door to a habitable room that provides substantial external means of light or view for that room;*
- *The above setbacks may be dramatically varied if the finished floor level of the dwelling exceeds 650mm above the natural ground level.*