



## CHECK SHEET

### INFORMATION REQUIRED FOR A BUILDING LICENCE APPLICATION – PATIO \ CARPORT \ GAZEBO \ VERGOLA \ PERGOLA

PLEASE TICK  When items are completed / attached to Application

#### REQUIREMENTS

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#### 1. FORMS

- Building Licence Application Form
- Building Construction Industry Training Fund Levy (If value of construction exceeds \$20,000)
- Application for Planning Consent (See Item 7)

#### 2. PLANS

**Note:** Two (2) complete sets of plans, details and specifications must be submitted with your application. All plans and details must be legible, **drawn to scale** and include the Lot address and owner details.

##### 2.1 Site Plan (minimum scale 1:200)

Please supply a current fully dimensioned Contour and Feature Survey Diagram showing:-

- North point, a datum point, contours, spot levels and features.
- All property boundaries and boundary dimensions.
- All existing buildings including finished floor levels and show the structures(s) the subject of this application.
- Distance from the existing buildings and property boundaries to the proposed structure.
- Finished Floor Level to proposed structure.
- Retaining walls and stabilised embankments – locations and heights (levels top and bottom).
- Height and extent of proposed earthworks.
- Location and method of stormwater disposal complying with Shire of Quairading requirements.
- Location of sewer connection point or position of effluent disposal system (unsewered areas), any easement, any piped service traversing the site.
- All structures and/or buildings on adjoining lots within 3m of the lot boundary which might affect, or be affected by, the proposed development including the finished floor levels.

**Note:** You will be required to supply a current Contour and Feature Survey Diagram by a certified Licensed Land Surveyor if the above information is not provided.

##### 2.2 Floor Plan (minimum scale 1:100)

- All dimensions of the existing and proposed structures.
- Ridge, valley, eaves line and downpipe locations.
- Locations of piers or posts.

##### 2.3 Elevations (minimum scale 1:100)

- Existing and proposed finished ground levels.
- Footing and floor detail.
- Locations of piers or posts.
- Height of structure – wall and ridge.
- Roof pitch.
- Connection details of structural components.
- Materials to be used.

#### 3. SPECIFICATIONS

- Detailed specification of materials and methods of construction.
- Colours of exterior surfaces of structure (including the roof).

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Termite Management details.

### 4. HOME INDEMNITY CERTIFICATE OR

#### OWNER BUILDER CERTIFICATE (IF VALUE OF CONTRACT EXCEEDS \$20,000)

**Note 1:** A Home Indemnity Insurance Certificate is not required at the time of application for Owner Builders. An Owner Builder Certificate should be obtained from the Builders Registration Board.

**Note 2:** A free standing (not attached to the dwelling) structure (Class 10a) with a construction value exceeding \$20,000 cannot be built by an Owner Builder and a Registered Builder must be engaged to complete the work.

- Original copy of Home Indemnity Insurance Certificate from approved insurer **OR**,  
 Where applicable, Owner Builders Certificate (if construction value exceeds \$20,000). This can be obtained by contacting the Builders Registration Board on 9476 1200 or at [www.brb.org.au](http://www.brb.org.au).

### 5. STRUCTURAL ENGINEERS DETAILS

- Note:** Your plans, details and specification must be certified by a Practising Structural Engineer.

### 6. EASEMENTS AND RESTRICTIVE COVENANTS

- It is recommended you check the Certificate of Title to ascertain whether the property has any easements or restrictive covenants before submitting your building licence application.

### 7. PLANNING CONSENT IS REQUIRED WHEN THE PATIO, GAZEBO, VERGOLA OR PERGOLA IS:-

- Located on a lot affected by a flood plain/flood fringe.  
 Located in a Heritage Area or on the Heritage List Property.  
 In a rural zone and is proposed to be outside of a building envelope or if no building envelope exists, less than the standard boundary setback for that zone– See Town Planning Scheme 2.  
 On a property which is used for commercial purposes.  
 Where the proposed structure does not meet the acceptable development provisions of the Residential Design Codes of Western Australia (R-Codes) with regard to e.g. boundary setbacks, privacy, streetscape, open space, site works and building height etc.

### 8. FEES PAYABLE

- Building Licence Application Fee (the following calculation removes the GST component) Value of Construction (GST Incl.) \$ \_\_\_\_\_ x  $\frac{10}{11}$  x 0.35% = \$ \_\_\_\_\_ (Min. fee \$90.00)  
 Builders' Registration Board Levy \$40.50.  
 Building Construction Industry Training Fund Levy (If value of construction exceeds \$20,000) Value of Construction (GST Incl.) \$ \_\_\_\_\_ x 0.2% = \$ \_\_\_\_\_  
 Planning Application Fee varies according to the value of works. Full scale of fees is listed on the Shire of Quairading website – [www.quairading.wa.gov.au](http://www.quairading.wa.gov.au) –

**PLEASE NOTE.** This document is intended as a **guide only** to assist in your application. For further information and detailed advice call the Shire of Quairading on 9645 1001. Copies of this and other Check Sheets and some helpful Information Sheets are available on the Shire of Quairading website – [www.quairading.wa.gov.au](http://www.quairading.wa.gov.au)