



## CHECK SHEET INFORMATION REQUIRED FOR A BUILDING LICENCE APPLICATION - DWELLING

PLEASE TICK  When items are completed / attached to Application.

### REQUIREMENTS

#### 1. FORMS

- Building Licence Application Form.
- Building Construction Industry Training Fund Levy (if value of construction exceeds \$20,000).
- Energy Efficiency Conformance Check Sheet or First Rate energy efficiency report.
- Application for Planning Consent (See Item 6).
- Application to Construct or Install an Apparatus for Effluent Disposal (Unsewered Areas only).

#### 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 (must be certified by a Licensed Land Surveyor) showing:-

- North point, a datum point, contours, spot levels and features.
- All property boundaries and boundary.
- Finished Floor Level to proposed structure.
- Retaining walls and stabilised embankments – locations and heights (levels top and bottom).
- Height and extent of proposed earthworks.
- Verge and road features including crossover, kerbs, traffic islands, footpaths, trees, stormwater grates & services etc. and any existing damage to these features.
- Existing vehicular access OR proposed vehicular access and new or amended crossover.
- Distance from the existing buildings and property boundaries to the proposed structure.
- 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.

**2.2 Floor plan (minimum scale 1:100)**

- All dimensions of the proposed building(s).
- Room names.
- Sunken areas and finished floor level.
- Location of windows and doors showing their sizes.
- Smoke detector location(s).
- Ridge, valley, eaves line and downpipe locations.

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

- Proposed finished floor levels (including sunken areas) and ground levels.
- Location and dimensions of doors and windows (including direction of opening) e.g. fixed, sliding or awning.
- Height of ceiling.
- Height of ridge and roof pitch.
- Roof frame details.
- Types of materials used.
- Type of subfloor structure e.g. concrete footing and slab or frame.

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### 3. SPECIFICATIONS

**Note:** Two (2) complete specifications must be submitted with your application.

- All other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with the specifications, comply with the provisions of the Building Code of Australia (BCA).

### 4. TERMITE MANAGEMENT

- Termite Management details.

### HOME INDEMNITY CERTIFICATE OR OWNER BUILDER CERTIFICATE

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

**Note:** 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.

- 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.

#### 5.1 Site report

- Site Classification as per the BCA.
- Recommendations for earthworks, foundations and drainage.

#### 5.2 Footing and Slab Detail

- Concrete specifications.
- Footing dimensions.
- Reinforcement size and waterproof membrane location.
- Slab thickness.

#### 5.3 Structural Beams

- To avoid excessive deflection, structural beams should be designed by a Practising Structural Engineer.

#### 5.4 Retaining Wall

- Drawing (including cross-section) and specifications of materials to be used.
- Show existing and proposed finished ground levels.
- Footing.
- Wall thickness.
- Profile and structural components.
- Provision for drainage.
- Details of any surcharge or superimposed loads.

#### 5.5 Two Storey Construction

- All structural elements including timber balconies.

### 6. PLANNING APPROVAL IS REQUIRED WHEN THE DWELLING 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.
- 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.

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### 7. 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.
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### 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 York website – [www.quairading.wa.gov.au](http://www.quairading.wa.gov.au).
- Kerb / Footpath Bond fee \$500.00
- Septic Application & Inspection fee \$226.00 (If applicable)
- Rural Street Addressing fee \$55.00 (Rural & Rural Residential only)

**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).