



## CHECK SHEET INFORMATION REQUIRED FOR A BUILDING LICENCE APPLICATION - OUTBUILDING (GARAGE & SHED)

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 6).

#### 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.
- 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.
- 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 proposed building.
- Location of windows and doors showing their sizes.
- Room names.
- Ridge, valley, eaves line and downpipe locations.

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

- Existing and proposed finished ground levels.
- Location and dimensions of doors and windows (including direction of opening) e.g. fixed, sliding or awning.
- Type of subfloor structure e.g. concrete footing and slab or frame.
- Footing and floor detail.
- Height of ceiling.
- Height of ridge and roof pitch.

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- Materials to be used.

### 3. SPECIFICATIONS

- Detailed specifications of materials and methods of construction.  
 Colours of exterior surfaces of structure (including the roof).  
 Termite Management details.

### 4. REGISTERED BUILDER REQUIRED IF VALUE OF WORK EXCEEDS \$20,000

- Note 1:** 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.  
**Note 2:** The estimated value of the construction work shall be the sum of the value of all goods (including manufactured goods) forming part of the construction work, labour, services necessary, fees payable, overheads to be met and profit margin based on current prices.

### 5. STRUCTURAL ENGINEERS DETAILS

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

#### 5.1 Site Report (If masonry walls are used)

- Site Classification as per the Building Code of Australia (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.

### 6. PLANNING CONSENT IS REQUIRED WHEN THE GARAGE OR SHED 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,

### 7. APPROVAL TO COMMENCE DEVELOPMENT (PLANNING CONSENT) ALREADY GRANTED

- If Application for Planning Consent has already been approved, have ALL of the conditions of that approval been met and/or completed?

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### 8. 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.

### 9. FEES PAYABLE

- Building Licence Application Fee (the following calculation removes the GST component)  
Value of Construction (GST Incl.) \$\_\_\_\_\_ x 0.32% = \$\_\_\_\_\_ (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 0.18% = \$\_\_\_\_\_
- 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) –
- Commercial/Industrial fee (GST Inc) \$\_\_\_\_\_ x 0.18% = \$\_\_\_\_\_

**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).