

Dwelling and Habitable Additions

Lot _____ House No _____ Street _____

Suburb _____ Postcode _____

Note: Planning Approval may be required for the proposed works prior to the submission of a Building Permit Application. Please contact our Planning department to discuss these options prior to lodgement.

Please tick all relevant boxes to acknowledge submission of documentation

Lodgement Method

- | | |
|---|--------------------------|
| <input type="checkbox"/> Email Lodgement Via development@coolgardie.wa.gov.au | <input type="checkbox"/> |
| <input type="checkbox"/> By Post via PO BOX 138, Kambalda WA 6442 - 1x Hard Copy of all documents submitted | <input type="checkbox"/> |
| <input type="checkbox"/> In person via Kambalda Community Recreation Facility or Coolgardie Community Recreation Centre - 1x Hard Copy of all documents submitted | <input type="checkbox"/> |

All applications via email & post must contain all relevant documents (listed in pdf format for email correspondence). Any application that is submitted incomplete will require further correspondence and may delay the approval process. Printing fees may apply to some applications.

Information Required

Application Form

Complete, signed and dated. Email Address must be listed for Applicant, Owner(s) and Builder for issuing of permit via electronic communication. *(if not supplied and hard copy is required fees may apply)*

- | | |
|---|--------------------------|
| <input type="checkbox"/> Completed BA2 Application form | <input type="checkbox"/> |
|---|--------------------------|

If works encroach on or affect other land

- | | |
|--|--------------------------|
| <input type="checkbox"/> BA20 – Notice and request for consent to encroach or adversely affect other land. | <input type="checkbox"/> |
|--|--------------------------|

If works estimated at over \$20,000

- | | |
|---|--------------------------|
| <input type="checkbox"/> Building Commission Owner Builder Approval Letter | <input type="checkbox"/> |
| <input type="checkbox"/> Registered Builder Registration Number provided on application form. | <input type="checkbox"/> |
| <input type="checkbox"/> Home Indemnity Insurance | <input type="checkbox"/> |
| <input type="checkbox"/> BCITF Training Fund Levy Paid applicant must pay online and attach receipt with application: https://bcitf.org/my-account/login | <input type="checkbox"/> |

Site Plans (x1)

Plans must be set at scale of 1:200, showing:

- | | |
|---|--------------------------|
| <input type="checkbox"/> North point and lot dimensions. | <input type="checkbox"/> |
| <input type="checkbox"/> Full extent of lot boundaries/ site. | <input type="checkbox"/> |
| <input type="checkbox"/> Clearly identify between all existing and proposed buildings, structures, retaining walls and features | <input type="checkbox"/> |
| <input type="checkbox"/> Full dimensions buildings, structures and setback distances to lot boundaries. <i>(Note: A fire separation/ setback from a lot boundary for an unprotected wall is 900mm otherwise a fire-resistant wall with a 60/60/60 Fire Resistant Level must be provided).</i> | <input type="checkbox"/> |
| <input type="checkbox"/> Contours/ Levels including existing & proposed finished floor levels etc. | <input type="checkbox"/> |
| <input type="checkbox"/> Proposed stormwater dispersal | <input type="checkbox"/> |
| <input type="checkbox"/> Existing vehicular access/ proposed access including crossover, kerbs, footpaths, trees, etc. | <input type="checkbox"/> |
| <input type="checkbox"/> Location of Shire sewer, connection point or position of effluent disposal system. To confirm adequate clearance of 1.5m away from SoC sewer line. | <input type="checkbox"/> |

Detailed Plans (x1)

Plans must be set at scale of 1:100, showing:

- | | |
|---|--------------------------|
| <input type="checkbox"/> Fully detailed Footings design drawings of the substructure suitable for local | <input type="checkbox"/> |
|---|--------------------------|

- soil conditions – plans **MUST** be certified/ signed by structural engineer.
- General arrangement of floor plans existing & proposed as required, fully dimensioned clearly showing doors, windows, room names and fitout if applicable, etc.
 - Detail structural drawings of the superstructure/ Wall/roof frame/ tie downs and wall bracings details– plans **MUST** be certified/ signed by structural engineer.
 - Full elevation drawings.
 - Detailed cross section fully dimensioned showing heights of eaves, ceilings and ridges, spans, roof pitch etc.

Specification/Material

- Clearly identify Specification/ Types of materials used etc.
- All other information not shown on the drawings, which is necessary to show that the building will, if constructed in accordance with specifications, complies with the provisions of the current Building Code of Australia (BCA) and Australian Standards

Structural Engineer Details

- Plans, details and specifications for footings, walls, retaining walls and structure, must be certified by a practicing Structural Engineer and must include original signed copy from engineer.
- Structural Engineers Certification for structural tie down details
- Energy Efficiency Report

Bush Fire Prone Area

- Building not in a bush fire area.
- Does Not Apply Estimated Value Under \$20,000.
- Does Not Increase risk of bushfire attack for relevant building.
- Bushfire attack level (BAL) assessment.
- Designed in accordance with AS 3959 Construction of Building in Bushfire Prone Area.

Planning

- Planning Approval (if applicable)
- Heritage approval (if applicable)

Easements and Restrictive Covenants

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

Meeting this checklist does not guarantee Building Approval and is intended as guide only in our application.

Declaration by Applicant

I have read and understood the checklist and provided documentation for this application consistent with the aims and provisions of the guide. I understand that further information may be required in regard to my application and failure to provide all information required by the building department will result in a delay with the processing of my application until the required documentation is provided in full.

- I acknowledge that all correspondence including the approved building permit with attached approved plans will be issued to me through my nominated email address and will advise the owner and Builder (if not applicant) that they will receive a copy of the approved Building permit via electronic communication.

Applicant Name _____

Applicants Signature _____

Date: _____