

Information required for a building licence application

RETAINING WALL/EARTHWORKS

1. FORMS

- Building Licence Application Form
- BCITF levy triplicate form (If value of construction exceeds \$20,000)

2. 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 **\$85.00**)
- Builders' Registration Board levy **\$40.00**
- Building Construction Industry Training Fund Levy (BCITF levy)
 Value of Construction (GST Incl.) \$ _____ x 0.2% = \$ _____

3. DRAWINGS

General notes: Two (2) complete sets of drawings and specifications must be submitted with your application. All plans and details must be legible and in ink (**not** pencil). For larger (Special Rural and Rural) lots, the site plan does not have to be to scale, provided the plan shows the boundary setbacks proposed for the structure.

Site Plan – Include Water Corporation approval details (minimum scale 1:200)

- Show all property boundaries, boundary dimensions, site levels and existing buildings
- Position of effluent disposal system (In areas where no sewer available)
- Distances from the existing buildings and property boundaries to the proposed retaining wall
- Extent of earthworks
- Location and heights of stabilised embankments (retaining walls etc)
- North point
- Structures/buildings on adjoining lots within 3m of the lot boundaries. Where there is a building on an adjoining lot and the proposed excavation will be at a lower level than the adjoining owners building foundation, the building owner shall give at least 35 days' notice in writing to the adjoining owner stating his intention to build within 3m and whether he proposes to underpin or otherwise strengthen the foundations of the adjoining owner's building and with the notice shall serve a plan and sections showing the site of the proposed building and the depth to which he proposes to excavate. Buildings include dwellings, retaining walls, patios and outbuildings.

Important

Cross sectional view (Minimum scale 1:100)

- Show both high and low ground levels
- Footing details
- Wall thickness
- Profile and structural components

4. STRUCTURAL DETAILS

General note: Two (2) complete sets of details for the structure **must** be submitted including drawings designed and certified by a Practising Structural Engineer, unless you can show that the proposal complies with the Deemed to Satisfy provisions of the Building Code of Australia and relevant Australian Standards.

Engineer's drawings/details

- Retaining wall details and specifications – materials etc
- Confirmation of design load capacity, restrictions, maximum heights etc

PLEASE NOTE: This document is intended as a **guide only** to assist you in preparing an application.