

## Information required for a Building Approval Certificate

### **\*UNAUTHORISED BUILDING WORK\*** **Class 1 or 10**

#### 1. FORMS

- Application for Building Approval Certificate – Form 8
- BCITF levy triplicate form (If value of construction exceeds \$20,000)
- Application to Construct or Install an Apparatus for Treatment of Sewage (*No sewer available*) Applicable if there has been an apparatus installed without the prior approval of the Shire's Environmental Health Officer.

#### 2. FEES PAYABLE

- Building Approval Certificate Fee (the following calculation removes the GST component)  
 Estimated current value of unauthorised building work (including GST) \$ \_\_\_\_\_  
 $\times \frac{10}{11} \times 0.7\% = \$$  \_\_\_\_\_ (Min. fee **\$170.00**)
- Builders Registration Board Levy. **\$40.00**
- Building Construction Industry Training Fund Levy (BCITF levy) if value of construction is in excess of \$20,000.  
 Value of Construction (GST Incl.) \$ \_\_\_\_\_  $\times 0.2\% = \$$  \_\_\_\_\_
- Application to Construct or Install an Apparatus for Treatment of Sewage Fee – **\$216.00**

#### 3. ADDITIONAL APPROVALS

- Water Corporation approval ((Properties with reticulated water supply and sewage disposal, plans stamped)
- Department of Environment approval where applicable (properties affected by wetlands, flooding, etc)

#### 4. DRAWINGS

**General notes:** The Shire recommends that you engage the services of a design professional to prepare the drawings. **Two (2)** complete sets of drawings and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the property address and owner details

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

- Clearly indicate all property boundaries, boundary dimensions and existing buildings
- A permanent datum point, contour, spot levels and feature survey of the property (must be carried out by a licensed surveyor where buildings are within 100mm of boundary lines).
- Position of effluent disposal system (In areas where no sewer available)
- Clearly indicate the distance from the existing buildings and property boundaries to the unauthorised building
- Show the finished floor level of the building
- Height and extent of earthworks
- Existing sewer and storm water drains and/or easements
- Locations and heights of any stabilized embankments and retaining wall/s
- North point
- Indicate all structures and/or buildings on adjoining lots within 3m of the property boundaries

##### **Floor Plan (scale 1:100)**

- All dimensions of the building(s)
- Room names
- Location of windows and doors showing their sizes

- Smoke detector location(s)
  - Ridge, valley, eaves line and downpipe locations
- Elevations (scale 1:100)**
- Existing ground level and finished floor and ground levels
  - Location and dimensions of doors and windows (including direction of opening)
  - Height of ceiling
  - Roof pitch
  - Types of materials used

**Cross Sectional View (scale 1:100)**

- Finished ground level
- Details of substructure eg. concrete footing and slab or frame
- Sunken areas
- Height of ceilings
- Roof frame details

**5. SPECIFICATIONS**

**General note: Two (2)** complete written specifications must be submitted with your application.

- A comprehensive list of materials used in the construction of the building/s.
- Indicate material sizes and centres. Eg Rafters and ceiling joists.

**6. TERMITE MANAGEMENT**

- Details of termite management system (chemical, reticulation, physical barrier OR all structural components termite resistant eg. concrete slab, double brick walls, steel truss roof)

**7. DOCUMENTATION TO BE PROVIDED BY OTHER BUILDING PROFESSIONALS – SUPPORTING SUBSTANTIAL CONFORMITY OF THE BUILDING WITH THE ACT.**

**Practicing Structural Engineer**

- Certification that the building substantially conforms to the Building Codes of Australia (BCA) and the Building Regulations 1989.
- All structural elements certified that the building is structurally sound.

**Registered Electrical Contractor**

- Certification that the wiring has been installed to comply with 'Wiring Rules AS/NZS 3000: 2007'.

**Registered Plumber Contractor**

- Certification that the plumbing has been installed in compliance with the 'Health Regulations', (Treatment of Sewage and Disposal of Liquid Waste).

**NOTE:**

Owners and builders should be mindful that performing unauthorised building work is an offence under the Act and either the local governments or the Builders Registration Board under the Builders' Registration Act 1939, may prosecute for such breaches.

The offences for these breaches continue to apply only to the person who commits the offence i.e. the builder or original owner who commences unauthorised building work or who allows an unauthorised building to be occupied, not a person who may subsequently become the owner.

Breaches of these provisions may attract maximum and daily penalties of \$50,000 and \$5,000 per day for unauthorised building work.

The penalties for permitting the occupation of an unauthorised building are up to \$4,000 and \$160 per day.

**PLEASE NOTE:** This document is intended as a **guide only** to assist you in preparing an application. It does not need to be submitted with the application.