

### Definition

Earthworks are considered to be any alteration to the land contour or disturbance of land. These include the importation of clean fill, excavation, backfilling, retaining or re-compaction of existing natural ground that is, or will be, associated with the construction of a building or incidental structure. Earthworks are not exempt from requiring building approval.

### Frequently asked questions

#### Do I need a Building Permit?

Owners who have chosen to do the earthworks in lieu of their builder, must obtain a building permit prior to any earthworks commencing.

Builders who rely on an owner for completing earthworks must ensure the earthworks are completed as per the building permit before commencing work on a building.

A building permit for a building will not be issued for a building or incidental structure if a permit for earthworks is outstanding or required.

If an effluent disposal system is required, an application for the installation of an apparatus for the treatment of sewage shall be required prior to issue of a building permit for earthworks.

#### How long does it take to get a Building Permit?

The Building Act 2011 sets time frames in which the Shire has to assess and determine an application for a Building Permit. The applicable timeframe depends on whether the Building Application is Uncertified or Certified. It is important that you are aware of the allowed time frames prior to lodging your application and that your application documentation is complete.

Shire of Capel reserves the right to request additional information if it is deemed necessary following a detailed assessment of the application. Should further information be required in order to assess the Building Application, the applicant may be given up to 21 calendar days in which to provide the outstanding information. If the information is not received within the 21 days, the application may be refused unless mutual consent has been granted for an extended period.

#### Uncertified Building Applications:

An Uncertified Building Application can be submitted for proposed earthworks. The Shire has up to 25 business days from the date of lodgement to assess the application and issue a Building Permit. The required Certificate of Design Compliance will be issued by the Shire as part of the application process.

#### Certified Building Applications:

A Certified Building Application can be submitted for all Class of structures.

Prior to lodging a Certified Building Application to the Shire, a private Building Surveying Practitioner would need to be engaged to issue a Certificate of Design Compliance.

The Shire has up to 10 business days from the date of lodgement to assess the application and issue a Building Permit.

#### How long until my permit expires?

A Building Permit is valid for two years from the date on which it was granted.

If more time is required to complete the building works, you can apply for an extension of time up to a further 6 months by making a formal application and paying the prescribed fee.

#### What happens when I have completed my building works?

The nominated Builder on the Building Permit must submit a Notice of Completion BA7 form to the Shire within 7 days of completing the prescribed building works.

## Building Application Checklist – BA2 Uncertified Application

Approvals and Forms	Further Information	Attached	
		Yes	N/A
<b>Development Approval</b>	Development approval may be required prior to lodgement of a building application. Planning Information Sheets are available from the Shire's Website <a href="http://www.capel.wa.gov.au">www.capel.wa.gov.au</a> or from the front counter at the Shire's Administration Office. Please contact the Shire of Capel's Planning Department to ascertain if development approval will be required for your application.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Health Approval</b>	Health approval may be required prior to lodgement of a building application. Information Sheets are available from the Shire's Website <a href="http://www.capel.wa.gov.au">www.capel.wa.gov.au</a> or from the front counter at the Shire's Administration Office. Please contact the Shire of Capel's Health Department to ascertain if there are any health requirements for your application.	<input type="checkbox"/>	<input type="checkbox"/>
<b>BA2 Form</b>	These application forms are available from the Shire's Website <a href="http://www.capel.wa.gov.au">www.capel.wa.gov.au</a> or from the front counter at the Shire's Administration Office	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fees</b>	Refer to the Shire's 'Building Services Fees and Charges' information sheet at <a href="http://www.capel.wa.gov.au">www.capel.wa.gov.au</a> – also available at the front counter at the Shire's Administration Office.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building Construction Industry Training Fund (BCITF) levy payment form or receipt</b>	Required for building works with a value greater than \$20,000. The BCITF levy can be paid online, please visit the following website <a href="http://Corporate site - Logon Page (bcitf.org)">Corporate site - Logon Page (bcitf.org)</a> , receipt of payment must be provided for all online payments.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Required Documents</b>	<b>One Copy of all documents required</b>	<b>Yes</b>	<b>N/A</b>
<b>Site Plan</b>	<b><i>Drawn to scale (1:200) and to include the following detail:</i></b> <ul style="list-style-type: none"> <li>• Full extent of earthworks including proposed finished sand pad level</li> <li>• Location of all existing structures on the property</li> <li>• Measurement from the boundaries and all other buildings on the property</li> <li>• Location of stormwater drainage, septic tanks and leach drain</li> <li>• Location of any buildings or structures to be demolished</li> <li>• Existing and proposed ground levels</li> <li>• Extend of any cut and fill including gradients</li> <li>• North Point</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Elevation</b>	<b><i>Drawn to scale (1:100) and to include the following detail:</i></b> <ul style="list-style-type: none"> <li>• proposed external finishes</li> <li>• cladding type and roof materials,</li> <li>• heights of any proposed buildings measured from ground level</li> <li>• outlines of existing buildings on the site</li> <li>• window sizes and locations</li> <li>• location/position of all buildings/structures</li> <li>• demonstrate chimneys, flue exhaust vents, duct inlets or outlets</li> <li>• levels for roof ridge, floor, and ceiling (shows as RLs)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Structural Engineer's Certification</b>	Detailed Structural Plans that are signed, dated, and certified by a suitably qualified structural engineer, including <ul style="list-style-type: none"> <li>• Site report and soil classification (Geotechnical report)</li> <li>• Footing details (if required)</li> <li>• Stone pitching details (if required)</li> <li>• Construction details</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

## Building Application Checklist – BA1 Certified Application

Approvals and Forms	Further Information	Attached	
		Yes	N/A
<b>Development Approval</b>	Development approval may be required prior to lodgement of a building application. Planning Information Sheets are available from the Shire's Website <a href="http://www.capel.wa.gov.au">www.capel.wa.gov.au</a> or from the front counter at the Shire's Administration Office. Please contact the Shire of Capel's Planning Department to ascertain if development approval will be required for your application.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Health Approval</b>	Health approval may be required prior to lodgement of a building application. Information Sheets are available from the Shire's Website <a href="http://www.capel.wa.gov.au">www.capel.wa.gov.au</a> or from the front counter at the Shire's Administration Office. Please contact the Shire of Capel's Health Department to ascertain if there are any health requirements for your application.	<input type="checkbox"/>	<input type="checkbox"/>
<b>BA1 Form</b>	These application forms are available from the Shire's Website <a href="http://www.capel.wa.gov.au">www.capel.wa.gov.au</a> or from the front counter at the Shire's Administration Office	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fees</b>	Refer to the Shire's 'Building Services Fees and Charges' information sheet at <a href="http://www.capel.wa.gov.au">www.capel.wa.gov.au</a> – also available at the front counter at the Shire's Administration Office.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Required Documents</b>	<b>One Copy of all documents required</b>	<b>Yes</b>	<b>N/A</b>
<b>Certificate of Design Compliance</b>	BA3 – Certificate of Design Compliance (CDC)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plans &amp; Specifications</b>	A copy of all plans & specifications specified in the CDC	<input type="checkbox"/>	<input type="checkbox"/>
<b>Technical Certificate</b>	A copy of each technical certificate relied on by the building surveyor	<input type="checkbox"/>	<input type="checkbox"/>
<b>Encroachments/work affecting other land</b>	All consents or court order must be obtained if part of a building or incidental structure is proposed to be placed beyond the boundaries of the works land or if the building work may adversely affect land beyond the boundaries of the works land	<input type="checkbox"/>	<input type="checkbox"/>

### Further Information

If your application is incomplete, it may be rejected or refused. The Shire of Capel reserves the right to request additional information if it is deemed necessary following a detailed assessment of the application. This checklist should be completed for all applications.

### Disclaimer

*The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of the Shire's Building Services be sought prior to lodgement of a Building Application. The Shire of Capel disclaims any liability for any damages sustained by a person acting on the basis of this information.*

<b>Department:</b>	Building	<b>Next review:</b>
<b>Reviewer:</b>	Building Surveyor	<b>Adopted:</b>
<b>Amended:</b>	Date	<b>Version:</b>