



BUILDING APPLICATION - DWELLING

There are two types of building applications, Certified and Uncertified.

An application is certified (form BA1) if the Certificate of Design Compliance (CDC) is issued by a private building surveyor. If you are submitting a BA1, you are required to submit 1, 2 and 3 below. In addition you will be submitting a CDC issued by the private building surveyor including a copy of all referenced documents.

If you are applying for the building surveyor that works at the Shire to issue the CDC, your application will be uncertified (form BA2). If you are submitting a BA2 you will need to submit all the information listed below.

What Do I Submit

There are many different pieces information that are needed to be submitted in support of your application to build a dwelling. This includes but is not necessarily limited to the following:

1. Application Form

Submit your building application form BA1 or BA2 with all the fields completed. If you don't know what to fill in in certain places you can submit a partially completed form and the information will be requested from you, if required. It is important that both the builder and the applicant sign the application form.

Only the forms approved by the Building Commission can be used. All forms are located on the Building Commission website via this [link](#).

2. Fees

The Building Act 2011 provides a standard schedule of fees that all councils have to apply including a minimum fee. The fees are determined based on the construction value of the building work.

The construction value of the building work has to be determined using all the relevant components so that the application fee is equal between builders and



owner-builders. The construction value has to include all goods, labour, services necessary, fees payable, overheads to be met and a profit margin.

The council is also a collection agent for the Building Services levy for the Building Commission. Where the construction value is more than \$20,000, the council also collects fees for the Industry Training Fund.

3. Insurance

Where the construction is in relation to a Class 1 building (dwelling) and the construction value is more than \$20,000, you will need either of the following:

- a) Home Indemnity Insurance, to be provided by the registered builder, or
- b) Owner-builder registration certificate issued by the Building Commission

4. Bushfire Attack Level (BAL) assessment

DFES has created an online [map](#) showing all areas in WA that are prone to bushfires. If your new dwelling is proposed in a bushfire prone area (in a pink area on the map), then you are required to submit a BAL Certificate and report with your building application.

If your addition to your dwelling is proposed in a bushfire prone area, please confirm with your building surveyor (private or council) if you need a BAL assessment.

The Shire only accepts accredited bushfire assessors and reports that are no more than 1 year old. You can find the [accredited](#) bushfire assessors on the Fire Protection Association Australia (FPA) website.

5. Drawings

Plans are required for all applications. The details required on the plans varies depending on the proposed building work. The main requirement for the plans is that the building work can be completed by any builder with the information on the plans. In general, the following is required:

- Site plan; 1:200 scale. This must show all existing and proposed buildings including the setbacks to the boundaries and existing buildings. The site plan



must also show levels of the land including contours and any prominent features such as footpaths, trees, sewer lines and connections, etc.

- Drainage; Details on how the storm and surface water is kept out of the building and prevented from forming a nuisance to an adjoining property including the road. This can be added to the site and/or floor plan.
- Floor plan; fully dimensioned, 1:100 scale. The plan should also show the smoke alarms and exhaust fans. Sometimes this is shown on a separate electrical plan.
- Elevations; 1:100 scale. This should show all critical heights and materials including wall type and finishes, roof type and slope, etc.
- Large or smaller scale sections through the building. Enlarged details can then be drawn from the section.
- Construction details as necessary including, if required by item 4, how compliance with the BAL construction requirements of AS3959 is achieved.

6. Engineering

Engineering is required for all applications. The engineering plans need to either be accompanied by a certification letter signed by the engineer or the plans have to be signed by the engineer. In general, the following is required:

- Site classification (soil type)
- Footing and slab details suitable for the soil type on site
- Brickwork certification
- Roof tie down details
- Strutting beam layout
- Drainage design for small lots

7. Energy Assessment

If your application includes habitable areas, you are required to submit an energy assessment. The energy assessment looks at the building envelope (all external surfaces of the building) including but not limited to the wall, ceiling and roof insulation, glazing, sealing of the envelope, etc. There are many ways to comply so speak to your energy assessor to discuss your options.





You can find [registered](#) energy assessors on the ABSA website. However, you are not required to use a registered assessor.

8. Standard specification

A standard specification is a written document specifying the workmanship, materials and applicable Australian Standards. An Addendum to the specification will outline the scope of the works and specify the responsibility of all parties to the contract. The standard specification is usually provided by the builder. If you are an owner-builder you can purchase a standard [specification](#) from the Housing Industry Association (HIA).

