



BUILDING APPLICATION – CLASS 10

SHED, PATIO or the like

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 and 2 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 shed, patio or the like. 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 Industry Training Fund and the Building Services levy for the Building Commission where the construction value is more than \$20,000.

3. Bushfire Attack Level (BAL) assessment

DFES has created an online [map](#) showing all areas in WA that are prone to bushfires. If your existing dwelling is located in a bushfire prone area (in a pink area on the map), and the building application for your dwelling was submitted after 1 April 2016 your dwelling should have been constructed to comply with additional construction requirements to provide additional protection against bushfires.

If you are proposing a shed, patio or the like within 6m of the dwelling, additional construction requirements may be applicable to ensure the safety of your dwelling is not compromised. Initially the Shire will refer back to the BAL assessment submitted with the application for the dwelling.

4. 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 proposed finished floor in relation to the finished floor levels of adjoining buildings and surrounding natural ground levels.
- 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.
- Elevations; 1:100 scale. This should show all critical heights and materials including wall type and finishes, roof type and slope, etc.
- Construction details as necessary including, if required by item 3, how compliance with the BAL construction requirements of AS3959 is achieved.

5. 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 and/or framework certification
- Roof tie down details
- Drainage design for small lots