
PP013 – Retaining Walls

1. Intention

To provide guidance to applicants regarding details required to be submitted with building permit applications for retaining walls.

2. Scope

This policy applies throughout the district.

3. Statement

All retaining walls that may affect an existing or proposed building, or an adjoining property, are required to have Council approval.

To obtain a Building Permit, the following information is required:

- Site plan;
- Water corporation approval;
- Structural details;
- Structural Engineers Certification (for walls over 500mm high); and
- Completed application form and fees.

3.1 Site Plan

A plan at a scale not less than 1:500 showing the location of the retaining wall, existing and proposed ground levels, and all existing and proposed structures.

The applicant in all cases must highlight the maximum height of the wall.

It should be noted that the whole of the wall and/or footing and all drainage must be located within the lot in question.

3.2 Water Corporation Approval

If you live in a residential area, to ensure you are not building over existing or proposed underground services you are required to obtain approval from the Water Corporation prior to submitting your application to Council. In some cases the Water Corporation may recommend alterations to footings or setbacks to accommodate any underground services.

3.3 Structural Details

A fully dimensioned cross sectional detail is to be submitted indicating:

- The type of construction - (Rock, Brick, etc);
- Height & width of wall; and
- Footing specification (if any).

3.4 Structural Engineer's Certificate

All retaining walls over 500mm are to be certified by a practising structural engineer.

NOTE: Two copies of your drawing showing the structural engineer's (original) signature on each (i.e. not a photocopy) are to be submitted.

3.5 Retaining Walls on or at the Boundary

The applicant is required to submit to Council comments from affected neighbours for consideration.

It is suggested that the applicant shows the neighbours the drawings and if in agreement the neighbour signs the drawings and states that they agree with the proposal.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Planning				
Policy Number	PP013				
Contact Officer	Director Planning and Sustainability				
Related Legislation	Nil				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted	18/12/2018				OCM18/12/126

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
PR005 – Retaining Walls 6.6 – Retaining Walls		