

**CITY OF BUNBURY – BUILDERS CHECKLIST
DOMESTIC NEW DWELLINGS, ADDITIONS / ALTERATIONS ETC
(CLASS 1A)**

DESCRIPTION	NO of Copies Required	<input checked="" type="checkbox"/>	ADMINISTRATION REQUIREMENTS
Building Application Forms			APPLICATION FORMS AND INFORMATION GUIDES AVAILABLE from Customer Service and www.bunbury.wa.gov.au/Permits-and-Licences . All relevant fees are to be paid at lodgement.
BA 02 Form			Complete Application Form BA02- Uncertified means you require a City of Bunbury registered Building Surveyor to assess the plans and issue the Building Permit
Uncertified Fees			Refer Building Schedule of Fees and Charges
BA 01 Form			Complete Application Form BA01 – Certified means you have previously obtained your certification from a registered Building Surveyor and require a Building Permit to be issued.
Certified Fees (Permit Only)			Refer Building Schedule of Fees and Charges
Building Services Levy (BSL)			Refer Building Schedule of Fees and Charges
Construction Training Fund (CTF) Levy			Refer Building Schedule of Fees and Charges
Property Title	1		Copy of Certificate of Title - (Clarifying owners details)
Builder's Registration Number/Owner Builder Number			Where value > \$20,000: Registered Builder details for project or Copy of Owner Builder Certificate issued by the Building Commission Owner Builder Info from: www.commerce.wa.gov.au/building-commission/
HII	1		Home Indemnity Insurance Certificate where Registered Builder's contract value >\$20,000.
Required Approvals			
Planning Approval / Codes Variation			An assessment will be made on whether the proposed project will comply with the requirements of the "Residential Design Codes Of WA ".If the project requires planning approval or a "Codes Variation" to be issued separate fees and approval time frames apply. The applicant will be contacted if applicable.
Water Corporation Approval	1		It is the owner's responsibility to obtain separate approval prior to starting works. Contact for details www.watercorporation.com.au Where structures are known to be adjacent to infrastructure (sewer) submit Water Corporation approval with your Building Permit application.
BA20 Form work Affecting Other Land			If the proposed works show encroachment on adjoining land or works that will adversely affect an adjoining property then neighbours consent is required prior to issue of the Building Permit. Further info and form available www.commerce.wa.gov.au/building-commission/
BA20A Form Work Affecting Other Land –Access Only	1		If the proposed works involve removing a fence/working on boundary requiring access to neighbours land etc the Builder/Owner is to obtain neighbours consent prior to works commencing Note- Statutory penalties apply for non-compliance Further information www.commerce.wa.gov.au/building-commission/
City Engineers Approval			See Engineers Checklist for details of required approvals minimum AHD levels, stormwater requirements , Crossover Permits ,Verge Treatment Permit etc www.bunbury.wa.gov.au
Health Approval			If the proposed works include a new septic application Health Dept will requires separate application for proposed works. Refer to Health Approval Checklist on website Available from www.bunbury.wa.gov.au

This document is intended as a guide only with respect to the information required for an Application.
Further information may be requested upon assessment of your application.

CERTIFICATE OF DESIGN COMPLIANCE INFORMATION FOR BUILDING CODE ASSESSMENT

DESCRIPTION	NO of Copies Required	CONSTRUCTION DETAILS
Definition		Class 1a: a single dwelling – Habitable room: room used for normal domestic activities including bedroom, living room, lounge room, music room, home theatre, kitchen, dining room, study. Excludes: bathroom, laundry, toilet, pantry, WIR, corridor, hallway, lobby, dark room, clothes-drying room.
Site Plan	3	Contours or spot levels across site and boundary, FGLs, FFLs (AHD where required). Show level differences for adjacent sites and existing retained levels.
		Show measurements to all boundaries and between buildings for new works
		Overall dimensions of the proposed structures.
		Proposed and existing structures to be clearly marked.
Specifications/ Addenda	2	Required for applications involving multiple trades / standards.
Reports	2	Proposed termite barrier or treatment for project.
	2	Compliance with <i>Energy Efficiency Part 3.12</i> (Climate Zone 5). Information website www.bunbury.wa.gov.au
Structural Engineers Details	2	<i>Site Classification:</i> Site specific information establishing design criteria. Engineer certified details footings, slab, structural components, suspended floor etc Two storey plus constructions to be engineer certified.
Footings & Slab Details	2	Footings, slab detail to DTS AS2870.requirements
Design Details	3	Proposed and existing construction to be clearly marked.
		Dimensioned plan, specific room use, required facilities.
		External elevations showing materials proposed, overall building height, roof material and pitch, ground level, existing and proposed retaining.
		Cross sections through building showing all structural elements, wall / ceiling heights and showing construction details.
		Wall framing structural elements: spans, spacing etc / columns and piers / tie down connection details / bracing – for timber / steel / masonry.
		Roof framing structural elements: spans, spacing etc / trusses / tie down connection details / bracing – for timber / steel.
		Timber grade / exposed timber durability (eg H5 or method of treatment) / steel corrosion protection to external structural members / roof sheeting etc.
		Wet area details (internal elevations).
		Roof material, flashing, downpipe location, guttering (box gutters): sizing.
Fire Separation	2	Provide specific fire separation detail if applicable.
Smoke Alarms	2	Location marked on plan in accordance with AS3786.
RETAINING WALLS / POOLS AND SPAS		
Retaining Walls	2	Retaining walls > 750mm require an engineer certified detail.
	2	Contours or spot levels and levels at ‘top’ and ‘bottom’ for entire length of wall.
Pools / Spas	2	Engineer / manufacturer details for pool (check limitations / setback conditions).
	2	Pool fencing diagram showing compliance with AS1926.
	2	Pool blanket. Energy Efficiency requires pools & spas to have an approved cover. Refer website www.bunbury.wa.gov.au for all Swimming Pool Information

This document is intended as a guide only with respect to the information required for an Application.
Further information may be requested upon assessment of your application.